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THE

ELEMENTS

OF

BOOK-KEEPING.

BY

S MORRISON.

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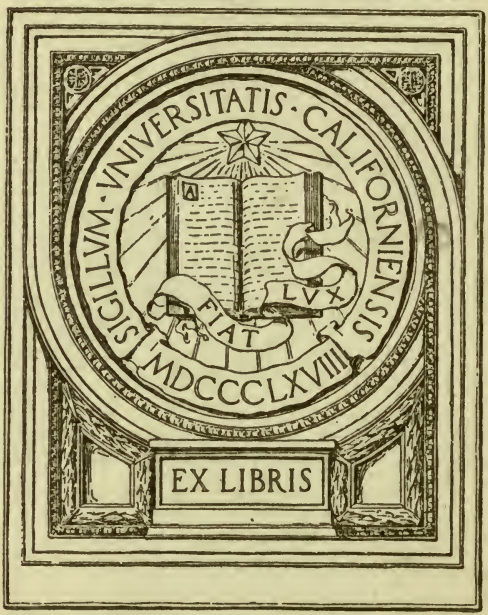

The Elements of BOOK KEEPING,

By Single & Double Entry.

Comprising several Sets of Books.

ARRANGED ACCORDING TO PRESENT PRACTICE

& Designed for the use of Schools.

To which is annexed

An Introduction on Merchants' Accounts,

Illustrated with Forms & Examples

By

JAMES MORRISON, *ACCOUNTANT,*

A New Edition, considerably improved.

LONDON:

PRINTED FOR LONGMAN, REES, ORME, BROWN AND GREEN.

& to be had of all Booksellers.

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1825

An Alumnus

UNIV. OF CALIFORNIA

TO

HENRY BROUGHAM, Esq. M.P.

Sir,

As, in this Commercial Country, a knowledge of Merchants' Accounts, and Book-keeping, must necessarily form an essential branch of Education : a work which has for its object the improvement of Youth in these branches, must at all times be acceptable to the Trading Part of the Community, and highly deserving of their regard and encouragement.

In testimony of your eminent services, in patronising and promoting Education, *whether* Mercantile *or* Mechanical, *and thereby the moral and intellectual improvement of mankind ; the following* Treatise *on* Book-keeping, *which has been honoured with very general public approbation, is respectfully inscribed by,*

Your most obedient and
very humble Servant,
JAMES MORRISON.

London,
1st September, 1825.

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PREFACE.

IF an Art or Science is to be valued in proportion to its utility and importance, Book-Keeping will hold a very high place in the estimation of a Commercial People. Independent of the pecuniary advantages which accrue to the Man of Business from order in recording his Transactions, Book-Keeping is valuable for its own sake, as it affords an ingenious and complete illustration of the harmony of Method, and the use of Numbers.

As the alterations and improvements made in this Edition are numerous, the Author will, rather than detail them, describe the work in its present form.

In the INTRODUCTION, on *Merchants Accounts*, the form and method of making out the several Accounts which usually occur in the Business of the Counting-house, are explained and illustrated by Examples.

The Work then commences with a view of SINGLE ENTRY, which affords the most simple idea of the nature of *Dr.* and *Cr.*, and of the application of those terms. This Set is extended to three months, and may be sufficient for a Pupil who has only the *Retail* Business in view.

Next, the work contains an explanation of the Principles of DOUBLE ENTRY; of the use of the several Books used in Business, and of the nature of *Personal*, *Real*, and *Nominal Accounts* in the Ledger. This is done before laying down *Rules for Journalizing*, because these Rules are inferred from the nature of the *Entries* on the Ledger-Accounts, and therefore they cannot be properly understood till these Accounts are explained.

The RULES for *Journalizing* are arranged under distinct heads, in order that they may be easily referred to; and these, it is hoped, are so complete, as to extend not only to every Transaction introduced into the Sets, but likewise to every case which usually occurs in Inland and Foreign Trade.

The Italian method is suppressed, and the Rules for stating Cash transactions, &c., are divested of their technical form. Thus in receiving money, instead of *Cash Dr. to A. B.*, we say, *Debit Cash To A. B.*; and in paying money, instead of *A. B. Dr. to Cash*, we say, *Credit Cash By A. B.*, and the like in other cases.

The SETS *of Books* advance from the more simple to the more complex transactions, in a regular gradation; and comprehend the different branches of Business, as *Proper*, *Commission*, and *Company Trade*. Two of these Sets are connected, in order that the Student may understand the method of continuing the Business, and transferring the *Balances* from one Ledger to another; and while the theory or Art of Book-Keeping is explained by Definitions and Rules; the work exhibits a view of the most approved forms of arrangement in *Modern Practice*, so that the young Accountant may be at no loss how to proceed when placed in the Counting-house.

The QUERIES on *Bills*, *Receipts*, and *Drafts*, with their *Answers*, as also the EXERCISES subjoined, are intended to impress upon the mind of the Learner the principal points in the daily practice of Business; and the Author can assert, from experience, that the attentive Student will derive the greatest advantage from them.

The Work concludes with a short explanation of COMMERCIAL TERMS or Expressions which are used among Merchants, and Men of Business.

The above are the principal points which, in the opinion of the Author, a proper *Elementary Treatise* for the use of Schools should contain; and this opinion is the result of much experience as a public Teacher, and several years practice in the Counting-house.

We shall close these prefatory Remarks by an extract from Messrs. Collins and Catlow's "GUIDE to TEACHERS" in their choice of Elementary School Books: —

"For the current business of Schools, and for the general purposes of Trade, 'The Elements of Book-keeping,' by Mr. Morrison, are unquestionably the best adapted. His work begins with a Set of Books, by *Single Entry*, which is all that many branches of Trade require, and is necessary to the Student, as leading to a knowledge of the subsequent Sets by *Double Entry*. For the advantages of the Student, the several Sets rise upon each other, and include every variety of Books and Accounts that can present themselves to the young Accountant in after life. The work also contains the various forms of Bills, Notes, Receipts, and Letters, required in Trade; and the whole concludes with a SERIES OF QUESTIONS,* calculated to put the knowledge of the pupil to the test, in regard to the difficult and important parts of the work.

"One of the greatest impediments opposed to the teaching of Book-

* In this edition *Answers* are given to the Queries.—J. M.

keeping, particularly in country Schools, has been the difficulty of obtaining ruled Sets of Books, which should enable the young Book-keeper to exhibit his school-labours as a qualification for preferment in the Counting-house. The publishers, therefore, of Morrison's Book-keeping have prepared four distinct Sets of Books, at an easy cost, exactly corresponding with the four Sets contained in the work itself, beautifully ruled in the style and manner of the Patent Ledgers and other Books, which are so justly admired for their neatness, in our first Counting-houses. *Morrison's Set of Blank Books* perfect his System, therefore, for the use of Schools, and render it every thing which the anxious Schoolmaster can desire for the purpose of teaching Book-keeping."—— *Vide* p. 63.

MERCANTILE ACADEMY,
LONDON, *July*, 1825.

DIRECTIONS FOR USING THIS WORK.

THE Author has been requested to give a few directions how this work should be taught in Schools.

Set A. If the Learner have only the Retail line of business in view, this SET by *Single Entry* may in general be sufficient: when he has transcribed the DAY-BOOK, and checked the calculations, he is to proceed to form the Ledger and take a *Balance: vide* page 28.

After he has finished this SET, he may peruse the INTRODUCTION as far as it respects the making out *Bills of Parcels*, drawing Bills, *Notes*, and *Receipts*.

Set B. In Teaching BOOK-KEEPING by *Double Entry* the chief point is, to convey to the Learner a distinct idea of *Debtor* and *Creditor*, and of the application of these terms in the LEDGER. For this purpose he ought carefully to peruse Chapters II. and III. while he is writing the DAY-BOOK, and forming the *Bill* and *Cash-Books*, from the ENTRIES given in pages 51–53. When he has done this, he is to *Journalize* a month's transactions from the *Day-Book*, *Bill* and *Cash-Books*, and then *post* them into the LEDGER, and so on with the other two months. After he has posted all the Transactions, he is next to make a *Trial Balance*, agreeably to the directions given in page 46. Having done this, and finds that the *difference* of the STOCK and BALANCE *Accounts* correspond, he is to proceed to *balance* the Accounts and *close* the BOOKS: *vide* directions page 46.

Set C. This SET is a continuation of the same business, including the Transactions of a *Commission Trade*. When the Student has written the DAY-BOOK, INVOICE, and SALES' BOOKS, pages 103–106., and formed his CASH and BILL-BOOKS from the ENTRIES in pages103–106., he is next to Journalize the *Day-Book* transactions *monthly*, agreeably to the Rules given in page 142., and those in *Invoice* and *Sales Books*, *singly*, and then proceed to *post*, and *Balance* the LEDGER as formerly.

N. B. To this SET the Pupil may have either a new LEDGER (as in the printed copy) which will show him how the *several Balances* are transferred from the old Books to the new ones; or, he may allot in the former Ledger a sufficient space under each *Account*, to contain the entries of this *Set* also, and this will show him how the *Balances* are brought down, and the entries continued in the same *folios*.

After he has finished this Set, he may peruse the INTRODUCTION, relating to *Bills* and *Accounts*. These will tend to elucidate several entries in the SETS which he has gone through. When he has studied these, and knows how to draw them out, he may proceed to copy the LETTERS respecting *Drafts* and *Remittances--Advice of Goods being shipped—Rendering Account-Sales*, and *Accounts Current*. The several Accounts should be annexed to these Letters, and should be folded and addressed, and the Bills drawn and indorsed as in actual Business.

Set D, is a *Partnership Concern*, and is intended to complete the course. The Subsidiary Books are not given, because by this time the Student may be supposed to understand how to write and Journalize them; and because the principal difficulty of keeping the Books of a Copartnery, is the division of the *Profit* or *Losses*: stating the *Partner's Accounts*, and *closing* the BOOKS. A knowledge of all these particulars may be obtained by attentively perusing the JOURNAL, and *posting* and *balancing* the LEDGER.

The QUERIES on Bills and Book-keeping, with their answers, are intended to be committed to memory during the course. From five to ten may be given the Student at a time. The EXERCISES *for Practice*, which follow, are intended as a criterion of his improvement in these branches of Commercial knowledge. The answers and statements should be neatly arranged, and given in writing.

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* If the Pupil's time be very limited, he may omit transcribing the Invoice Book, and Sales Book, and Journalize from the Day-Book, or printed copy.

The Subsidiary BOOKS may be bound as follows:—the *Cash* and *Bill-Books* in one binding; the *Invoice* and *Sales-Books* in one; and the *Day-Book* by itself.

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INTRODUCTION.

IN this Introduction we shall explain the method of drawing out Receipts and Drafts, and such Accounts as usually occur in the business of the Counting-house. That the Learner may the more readily comprehend the nature and use of these, they are selected from the Transactions which compose Sets B. and C.

I. RECEIPTS.

A RECEIPT is a written acknowledgment of having received a Sum of money or a Bill in the settlement of an Account. The usual form of drawing out these is exhibited in the following *Specimens.*

No. I.

LONDON, 18*th January*, 1825. *Received of Mr. William Fenton, One hundred and seventeen pounds ten shillings in full.*

£117 „ 10. A. B.*

Cash Book B.

No. II.

RECEIVED 12*th February*, 1825, *of Mr. Thomas Allwood, Fifty pounds on account.*

£50. A. B.

No. III.

MARCH 10*th*, 1825. *Received of Mr. Thomas Allwood, Fifty-four pounds sixteen shillings and three-pence, being the balance of his account.*

£54 „ 16 „ 3. A. B.

---

* A. B. is understood to be the name of the Learner, or *Owner* of the Books in the following Sets.

No. IV.

LONDON, 8th *January*, 1825. *Received of Mr. A. B. Twenty-one pounds fourteen shillings, for repairs to his house at Windsor.*

£21 „ 14. JOHN WRIGHT.

No. V.

WINDSOR, *February* 27th, 1825. *Received from John Tennant, Esq., Fifty pounds, being payment of the rent till this date, of a house possessed by him from me.*

£50. A. B.

No. VI.

RECEIVED *of Mr. A. B., Merchant, London, Seventeen pounds ten shillings, being the amount of my Salary from* 1st *January till* 1st *April.*

MARCH 6th, 1825. JOHN PENMAN.

£17 „ 10.

II. INLAND BILLS.

A BILL or DRAFT is a note on stamp paper given by one Person to another, to pay to him, or to his order, a certain sum of money at a specified time.

In every Bill there are at least two persons concerned, the *Drawer* and the *Acceptor*. In the first draft *A. B.* is the Drawer or Holder of the bill, and *John Howie* and Co. are the Acceptors or the Persons who pay the bill when due. In the second draft, *Edward Weston* is the Drawer, and *A. B.* the Acceptor.

When the TERM of a Bill is expressed in months, *calendar* months are always understood. Thus if a Bill be dated the 1st January, and made payable at *one month* after date, the term or month expires on the 1st February; and if a Bill be dated the 29th, 30th, or 31st January, and payable at one month after date, the term expires on the last day of February, which in common years, is the 28th day, and in leap-years on the 29th.

When a Bill falls due on Sunday, or any holiday, it must be paid on Saturday, or day before. A Bill dated on a Sunday is not considered valid, at least Bankers will not discount such Bills.

If a Bill be not payable at the Place where the Acceptor resides, and no particular house be mentioned in the Bill for payment, it is proper to add to his acceptance the House at which he intends to pay it.

Inland Bills are distinguished into *Drafts* and *Promissory Notes*,—the former containing an Order, and the latter a Promise. The form of making them out is as follows:

1. FORMS OF DRAFTS.

£110 „ 4. LONDON, *January* 7th, 1825.

TWO *months after date pay to my order, One hundred and ten pounds four shillings, value received.*

Messrs. John Howie and Co. } A. B.
LONDON. } *Accepted,* JOHN HOWIE and Co.

No. 164, Bill Book B.

£370 „ 1. MANCHESTER, *January* 3d, 1825.

THIRTY-ONE *days after date pay Mr. William Jones, or order, Three hundred and seventy pounds one shilling, value received.*

EDWARD WESTON.

Mr. A. B. } *Accepted,* A. B.
LONDON. } *payable at Le Fevre and Co's.*

No. 75, Bill Book B.

2. FORMS OF PROMISSORY NOTES.

£156 „ 7 „ 8. LONDON, *January* 14th, 1825.

THREE *months after date I promise to pay to the order of Messrs. James, Fielding, and Co., One hundred and fifty-six pounds seven shillings and eight-pence, value received.*

No. 76, Bill Book B. A. B.

£147 „ 7 „ 6. LONDON, *April* 8th, 1825.

THREE *months after date I promise to pay Mr. A. B., or order, One hundred and forty-seven pounds seven shillings and sixpence, value received.*

No. 172, Bill Book C. THOMAS ALLWOOD.

We shall only farther observe on Inland Bills, that a Bill or obligation drawn out either in the form of a Draft or Promissory Note is equally valid, and entitled to the same summary diligence in enforcing payment; but it is more business-like, that when the Drawer writes out the Bill, he should make it a *Draft*, and when the Acceptor draws it out, he ought to make it a *Promissory Note*.

III. FOREIGN BILLS OF EXCHANGE.

A BILL of EXCHANGE is a Written Order from one Person to another, requiring him to pay a certain Sum of money to a third Person, or to his order, and that either on demand or at a specified time.

It is by means of Bills of Exchange, that money is usually remitted from one Country to another. There are generally four Persons concerned in a Foreign Bill; two at the place where the Bill is drawn, and two at the place of payment. Thus, for instance, A. of Amsterdam, owes to B. of London; and, instead of remitting the money in specie to B. he applies to C. residing at Amsterdam, to whom D. at London is indebted. A. pays the money to C. and receives from him a Bill addressed to D. to pay the amount to B. or to any other appointed by him, who sends it to his Correspondent B. with an order that the money be paid to him by D.

But it often happens, that only three Persons are concerned, as in the first specimen; for example, R. Conder, residing at New York, and wishing to remit money to A. B. at London, and having George Kay owing him money in London, addresses his Bill to Kay, desiring to pay the sum therein mentioned to A. B. or to his order.

The TERM of a Bill varies according to the agreement of the Parties, or the custom of the Countries. Some Bills are drawn at *sight*, others at a certain number of *days* after sight, or after date; and some at *Usance*.

USANCE * is the usual time at which Bills are drawn between certain Places, such as one, two, or three months after date; and double or half Usances, means double or half of the usual time. If the Usance be one month, fifteen days are allowed for Half usance.

DAYS of GRACE, are a certain number of days granted after the term mentioned in the Bill is expired. These also vary according to the custom of the different Places. Bills at sight, however, must be paid when presented.

The use of Bills of Exchange, and the manner of negotiating them will be understood by the illustration of the following Bill:

No. I.

£150. HAMBURGH, *June* 2d, 1825.

At USANCE *pay to the order of Messrs. Holford, Rucker, and Co.* ONE *hundred and fifty pounds sterling, value received, and charge the same to the account of*

MOSES REISS.

Mr. Solomon Sheldon, LONDON. } *Accepted,* SOLOMON SHELDON.

To explain the business transacted by this Bill, suppose that Holford, Rucker, and Co., who reside at Hamburgh, have occasion to remit to

* USANCE between *London* and any part of *France*, is thirty days after date; between *London* and *Hamburgh, Amsterdam, Rotterdam, Middleburgh, Antwerp, Brabant, Zealand,* and *Flanders*, one calendar month after the date of the bill; between *London, Spain*, or *Portugal*, two calendar months: between *London* and *Genoa, Leghorn, Milan, Venice,* and *Rome*, three calendar months.

London, and apply to Moses Reiss for a bill on London, Reiss agrees to supply them, and draws the Bill on his Debtor or Banker, *Solomon Sheldon;* Holford, Rucker, and Co. on receiving the Bill, pay the value to Reiss, and send it to their Creditor, suppose A. B. of London, first writing on the back of the Bill,

Pay Mr. A. B., or order,
HOLFORD, RUCKER, & Co.

This is called Indorsing the Bill to A. B. and when he receives the Bill, he applies to Sheldon, and requires him to accept the Bill; *Sheldon* agrees to do so, and writes under Reiss's signature, *Accepted*, Solomon Sheldon, and delivers it back to A. B., who may either keep it till it fall due and demand payment, or he may transfer the money by indorsing the Bill.

Moses Reiss is called the *Drawer* of the Bill; Holford, Rucker, and Co., the *Indorsers;* A. B. the *Holder;* and Solomon Sheldon, the *Acceptor.*

Bills from America and the East Indies are generally made payable at so many *days* or *months sight*, on account of the uncertainty of their coming to hand at any fixed time. When a Bill is drawn after sight, as in the following, the *Acceptor* marks the *date of his Acceptance*, in order to fix the time of payment:

And as security against accidents or delays, Merchants frequently make out three or four Bills at the same time, all of the same tenor and date, which are called a *Set of Exchange.* These are transmitted by different Ships or Posts, and when one of them is paid, the orders are of no force.

The form of the first Bill is as follows:

No. II.

£400 Sterling. NEW YORK, *February* 20th, 1825.

THIRTY *days after sight pay this my first of Exchange* (*second and third unpaid*) *to the order of Mr. A. B., Four hundred pounds sterling, value received.*

RICHARD CONDER.
GEORGE KAY.

Mr. George Kay,
LONDON.

Accepted, March 31*st*, 1825.

In drawing the second Bill, write *my first and third* unpaid, and in drawing the third Bill, write *first and second unpaid.*

Bills of Exchange are mostly drawn in the money of the Places where they are to be paid. If the Sum be expressed in the money of the place where it is drawn, the *Rate* of Exchange should be mentioned; or it may be drawn payable at the Current Exchange, which, in that case, is settled between the Parties, according to the *rate* which prevails when the Bill falls due.

When Merchants draw Bills on a House which they suspect may not be inclined to come under more obligations, or in case of an accident happening with the *drawee*, such as a failure or disappointment, it is common to write, either at the foot of the Bill or on a small piece of paper attached to it, *in case of need, apply to* (suppose) *Messrs. Ellis and Co.* their Correspondents at the Place of payment. This prevents the expence and loss of credit which arise from Bills being returned.

The incidents which Bills are subject to, after they are delivered by the Drawer, are, *acceptance*, *indorsement*, *payment*, and *protest*.

I. The *acceptance* is written at the foot of the Bill, as in the foregoing specimens. A Bill should be presented for acceptance as soon as it comes to hand; and if the person on whom it is drawn subscribes his name, or even any other writing which does not imply a refusal, it is sufficient to bind him for the payment. If he hesitate with regard to acceptance, the Holder may mark the date when it is presented, in order to fix the time of payment. In London, Bills are generally left at the House of the *Drawee* for acceptance, and called for next day.

II. *Indorsement* is commonly written across the paper on the back of the Bill, and against the end of the line. It is not necessary to mention the place and date; but if a Bill drawn in England, and also made payable there, be sent abroad in the course of business, an indorsement dated from a Foreign place has the effect to bring it under the regulations of Foreign Bills; whereas, if the indorsement be not dated, the Bill, after it is sent back to England, carries no evidence of having been Abroad, and is considered as an Inland one. The Holder of a Bill may indorse it blank, by writing only his signature on the back of it; and the Bill, in this situation, may pass through several hands, and the last Holder may fill up the indorsement in his own favour; but it is not safe to send Bills by Post, unless the indorsements be filled up.

III. *Payment* of a Bill should be made exactly when due. In order to know when a Bill becomes due, attention must be paid to the *Usance* and *days of grace* in different Countries. In Great Britain and Ireland three days of grace are allowed. The following Table shews the Usance and Days of grace, in Foreign Bills, with respect to London.

London on	*Usance.*	*Grace.*	*London on*	*Usance.*	*Grace.*
Amsterdam,	1 mo. date,	6 days,	Naples,	3 mo. date,	3 days.
Hamburgh,	1 mo. date,	12 ——	Genoa,	3 mo. date,	30 ——
Paris,	30 days date	10 ——	Venice,	3 mo. date,	6 ——
Madrid,	2 mo. sight	14 ——	Lisbon,	30 days date,	6 ——
Leghorn,	3 mo. date,	no fixed No.	Dublin,	*	3 ——

* Bills drawn from London on Dublin are, generally, either at twenty-one days' sight, or thirty days' date; also at thirty-one days' sight, forty-five days' date, and sixty days' date

IV. *Protest*, is an indorsement, or writing, in favour of the Holder of a Bill which is not duly honoured. If a Bill be refused acceptance when presented, or payment when due, it must be protested. The protest is taken by a Notary-public, in presence of two witnesses; containing a copy of the Bill; a relation, that acceptance, or payment, has been demanded, and refused; and for what reason, if any be assigned; and a declaration, that all Parties shall be liable to the Holder for the Value, with all costs. If the Holder neglect to protest the Bill on the last day of grace, he loses recourse against the drawer and indorsers, and can sue the Acceptor only for the payment.

Foreign Bills should be returned, with protest, in course of post.

Inland Bills may be kept fourteen days, but no longer.

The Holder of a Bill, when he is to pay it away, indorses it, by writing his name on the back of it; and every indorser is liable for the fate of the Bill. The Person to whom a Bill is made payable must be the first Indorser. This transference may be continued through any number of hands; and in case the Bill, in the event, should prove bad, it generally retreats in the same way it advanced; at least, in the way of courtesy. The Holder, or last Indorser, demands Principal and costs of the one who preceded him, from whom it is presumable he had the Bill, and so on to another, till it reaches the Drawer, who is finally accountable. In case of diffidence, however, the Holder may sue all the preceding Indorsers and Drawer together.

IV. BILLS OF PARCELS.

A Bill of Parcels is a Note of the Quantity and value of Goods sold, which is delivered to the Purchaser, by the Seller, along with the goods.

When the Account is a copy of Goods sold at the time, the expression is, *Bought of A. B.;* but if it be for Goods sold at a former period, make it *Dr. to A. B.* or *To A. B. Dr.*

When the Goods are sold at one time, the Place and date is written at the top of the Account, as in the following *specimen;* if not, the different dates are placed in the margin.

When an Account is to be settled either by *Cash* or *Bill*, a Receipt is granted at the foot, in which the manner of settling it is expressed. If a partial payment be made, it is placed under the Account, and subtracted. If several partial payments be made, they are short-extended, and their Sum subtracted.

In making out an Account of Goods formerly sold, it is sufficient to express only the date and sum of each Bill of Parcels; and refer, for particulars, to the Account which was sent with the Goods at the time of purchase: this is called a General Account. An Example will be the best illustration.

LONDON, *January* 4th, 1825.

Messrs. John Howie and Co.

BOUGHT *of A. B.*

Water Twist No. 20	—	10 Bundles	@	30/.	£15 „ 0 „ 0
21	—	20	—	30/9.	30„15 „ 0
22	—	45	—	31/6.	70„17 „ 6
3 Mo.		75 Bundles			£116 12 6

Vide Day Book, page 1.

General Account and Acknowledgement.

Messrs John Howie and Co.

TO A. B. *Dr.*

1825.

January 4th.	*To* COTTON YARN, *per Account*	£116„12 „ 6
February 16th.	*By* YOUR ACCEPTANCE, @ 3 *Mo.*	116„12 „ 6

For A. B.
JAMES PENMAN.

(This is a settlement for the above.)

With propriety the word *Dr.* should be annexed to the purchaser's name; in the present instance Messrs. John Howie and Co. *Dr.* to A. B.; but out of courtesy, it is usual either to annex or prefix it to the seller's name, and it is sometimes omitted altogether.

V. INVOICES.

An INVOICE is an Account of Goods sent off generally by sea, either in consequence of an order from the Person to whom they are sent, and at his risk, or consigned to him for sale at the risk of the Owner.

It will be observed from the following *specimen*, that the Title or Preamble, contains the name of the Vessel and of the Master, place of destination, and the name of the Person to whom the Goods are sent, and at whose risk. An Account is next given of the quantity and value of the Goods, with the marks, exhibited on the margin. The Charges at shipping are added to the cost of the Goods; and if there is Commission due for Purchasing and Shipping the Goods, it is generally charged on this Sum.

If Insurance be effected by the Person who ships the Goods, he charges a small allowance, generally ½ ℔ Cent. on the sum insured. This sum, in order to cover the Premium and other expences in case of loss, is allowed to be something more than the value at risk.

When an Agent or Shipper of Goods charges what is called the *Long price*, he either deducts the Drawback from the sum of the Invoice, or gives his Correspondent credit for the same when he receives it: but, when he only charges the *Short price*, he keeps the Debentures, or drawbacks, to himself. When he receives a Certificate of the landing of the Goods at the destined port, he is entitled to receive the drawback.

It is common for an Agent, when he purchases a Cargo on Commission, to transmit the several Shop-keepers and Tradesmen's *Bills of Parcels*, for his Employer's satisfaction; in which case it is sufficient to express the sum of these in the Invoice, and refer for particulars to the Bills of parcels.

The following is the usual form of an Invoice:

INVOICE *of One hundred and ten Barrels of Pot and Pearl Ashes, shipped on Board the Francis, D. Brain, Master, for London; by order of Mr. A. B., Merchant of that place, for his Account and Risk.*

		Cwt. q. lb.		
AB 1	to 65 Barrels Pot, weighing.....	165 „ 3 „ 20		
	Tare ¼.....	20 „ 2 „ 27		
	Net Cwt....	145 „ 0 „ 21	Dol. C.	
	@ 6 Dollars 40 Cents is.....		929 . 20	
AB 66	45 ditto Pearl, weighing	110 „ 2 „ 0		
	to 110 Barrels. Tare ⅛	13 „ 3 „ 7		
	Net Cwt. ...	96 „ 2 „ 21		
	@ 7 dollars is.....		676 . 81	
				1606.01
	CHARGES.			
	Cooperage, Cartage, and Wharfage,.....		57 . 80	
	Entry Bond, and Bills of Lading,.....		7 . 50	
	Commission 2½ ℔ Cent,.....		41 . 78	
				107 . 08
	Dollars.....		.....	1713.09
	Exchange @ 4/6 ℔ dol. is		.....	385„8„11

Errors Excepted.

NEW YORK, *December* 7th. 1824.

RICHARD CONDER.

Vide Day-Book, page 1.

Merchants usually prefix the words, *Errors Excepted*, to their signature, in every Account which they subscribe, that they may have it in their power afterwards to correct errors, if any be discovered: and they prefix any farther limitation, or fuller explanation of the import of their Subscription, if the nature of the business require it. The clause or clauses used for this purpose is called the *docket*.

If it be intended, that the Account shall be absolutely settled, so as to exclude all revisal or alteration, this intention must be mentioned in express words in the docket; for though the words *Errors Excepted* be wanting, it will be considered as an omission, and will not prevent the party injured by the errors from correcting them.

VI. ACCOUNT SALES.

An Account Sales is an Account of Goods sold on Commission, and drawn out by the Agent to whom they were consigned, to be sent to his Employer. It contains the quantity and value of the Goods sold, the Charges attending the Sales, the Agent's Commission, and the Net Proceeds.

Sale *of* 200 *pieces, Linen, received by the Union, O'Hara, from Dublin, on Account of Messrs. James Forbes & Co. of that Place.*

				£	s.	d.
Brown Linen, No. 1.	20 Pieces	@	23/9	23	15	–
2.	15 "	—	" 24/6	18	7	6
3.	25 "	—	" 26/9	33	8	9
4.	17 "	—	" 28/3	24	0	3
5.	23 "	—	" 30/6	35	1	6
6.	25 "	—	" 27/9	34	13	9
7.	30 "	—	" 30/6	45	15	–
8.	15 "	—	" 31/9	23	16	3
9.	30 "	—	" 32/6	48	15	–
	200 pieces			287	13	–

CHARGES.

Freight and Landwaiter's Fees	£7	3	9
Cartages and Porterage	–	16	10
Wharfage, and Housing	–	15	6
Warehouse Rent, and Insurance against Fire, ½ ℘ Cent.	–	7	3
Commission and Guarantee 5 ℘ Cent.	14	7	8
	23	11	–
To Messrs. James Forbes and Co. for Net Proceeds, due 23d September, - ..... £	264	2	–

Errors Excepted.

London, May 20. 1825.

A. B.

Vide Sales-Book, page 2.

In the specimen of the Sale here given, we first specify the quantity, price, and amount of the Goods sold; next the various charges incurred by the Sales. The Commission is charged on £287 „ 13/ the gross amount of the Goods; and the difference betwixt this Sum and £23 „ 11/ the amount of Charges, is the *Net Proceeds*, or what is due to the Employer.

The form of making out an Account Sales is various. Some enter the charges on the first or left hand page· and the quantity, price, and value of the goods, on the second or right hand page, in the manner of *Dr.* and *Cr.* The difference then of the two sides exhibits the Net Proceeds. Others rule the Account with a number of columns for the particulars; as the *date* of the *sale*, the *Purchaser's name*, the *quantity* and *quality*, the *price*, and the value of the goods; but though the forms are different, all tend to the same object, that of ascertaining the *Net Proceeds.*

When an Agent *guarantees* the debt, it is neither usual nor necessary for him to mention the names of the purchasers, in the Account Sales which he sends to his Correspondent; for in that case, it is a matter of indifference to his Employer to whom the Goods are sold; besides, it unnecessarily lays open his business to his Employer.

If the Goods be sold on credit, and the debts at the risk of the Proprietor, the Agent, in rendering an Account Sales, should be careful to insert the clause, *Bad debts Excepted*, in the docket: otherwise, in strictness, he becomes accountable for the same; but if the Agent takes the risk of recovering the debts, and charges an extra commission for doing so, or if the goods be sold for cash, that clause is not inserted.

The duty of an Agent is to procure the best intelligence of the state of Trade at the place where he resides; of the quantity and quality of Goods in the market; their present prices, and the probability of their rising or falling; to pay exact obedience to the orders of his Employers; to consult their advantage in matters referred to his discretion; to execute their business with all the dispatch that circumstances admit; to be early in his intelligence, distinct and correct in his Accounts, and punctual in his correspondence.

VII. ACCOUNTS CURRENT.

An Account Current contains the state of our Transactions with any person, drawn out in a plain circumstantial manner, disposed in the form of *Dr.* and *Cr.* on opposite pages.

It requires a knowledge of the principles of Book-keeping to understand fully the nature of an Account-Current. We have only to

notice at present, that in making out this Account, all the particulars are set forth as expressed in the Journal, and Subsidiary books, and

Dr. ..... RICHARD CONDER, *Esq. New York,*

1825.					
Jan.	1	To *Balance* due as ℔ Account furnished 31st *ultimo*	237	12	4
Mar	28	To *Cotton* ℔ Hopewell for Hamburgh, due 28th May	923	13	10
April	13	To *Goods* ℔ Ann, due 13th June	371	17	7
	20	To *Cash* paid bill fav. of Hill	150	–	–
May	6	To *Premium* on £650 insured on 20 Bales Cotton ℔ Fanny to London, at 6 guineas ℔ Cent., Commission ½ ℔ Cent.	46	2	6
June	30	To *Postages*	–	9	5
		To *Interest* ℔ Account annexed	8	19	7
		To *Balance* carried to New Account	356	13	1
			£2095	8	4

Dr. .....INTEREST

Jan.	1	£237 „ 12 „ 4	to June 30th	181	*da.*	5	17	10
April	20	150 „ – „ –	„ ditto „	71	„	1	9	2
May	28	923 „ 13 „ 10	„ ditto „	33	„	4	3	6
June	13	371 „ 17 „ 7	„ ditto „	17	„	–	17	4
	30	250 „ – „ –	*dis.* to July 18th	18	„	–	12	4
		663 „ 6 „ 11	„ Sept. 23d	85	„	7	14	3
						£ 20	14	8

In calculating Interest on Accounts Current, the usual method is to compute the Interest, first on the sums of the *Dr.* side, and then on those of the *Cr.*; reckoning the time from the day on which the Sums became due, to the time of settlement.

where the collective term *Sundries* occurs in the Ledger, every reference is supplied.

in Account Current with A. B. *London*, ...*Cr.*

1825.					
Jan.	18	By *Ashes* ℔ Francis, due 7th March	385	8	11
Mar.	24	By *your bill* on G. Kay, due 26th April	400	–	–
April	15	By *Cash* received from Henry Watt	200	–	–
May	16	By *Blake on Lees*, due 28th June	150	10	–
		By *Forbes on Mills* — 18th July	250	–	–
	31	By *Return of Premium* on £650 at 1 ℔ Cent.	6	10	–
	30	By *Net Proceeds* of 20 Bales Cotton, due 23d September	702	19	5
			£2095	8	4

ACCOUNT..... *Cr.*

May	7	£385 „ 8 „ 11 to June 30th ..... 115 *da*.....	6	1	5
April	15	200 „ – „ – „ ditto „ ..... 76 „	2	1	7
	26	400 „ – „ – „ ditto „ ..... 65 „	3	11	3
June	28	150 „10„ – „ ditto „ ..... 2 „	–	–	10
	30	Balance carried to New Account	8	19	7
			£ 20	14	8

Errors Excepted.
London, 30th June 1825.
A. B.

We then subtract the Sum of the interest on the one side from that of the other, and the difference £8 „ 19 „ 7., being on the *Dr.* side, is the interest due by *Richard Conder*. This method is followed in the specimen above given.

II. Method.

Dr......*Side of the Account.*								Dr.	Cr.
1825. Jan. 1.	To £237	12	4	for	181	*da.*		43043	.....
April 20.	To 150	0	0	"	71	"		10650	.....
May 28.	To 923	13	10	"	33	"		30482	.....
June 13.	To 371	17	7	"	17	"		6322	.....
July 18.	To 250	0	0	"	18	"	*disct.*	4500	.....
Sept. 23.	To 663	6	11	"	85	"	*disct.*	56384	.....
Cr. ..... *Side of the Account.*									
Mar. 7.	By £385	8	11	for	115	*da*.....		.....	44326
April 15.	By 200	0	0	"	76	"		.....	15200
—— 26.	By 400	0	0	"	65	"		.....	26000
June 28.	By 150	10	0	"	2	"		.....	301
								151381	85827

By this second Method we multiply the Sums by the respective number of days, reckoning the time as formerly, and extend the products of the *Dr.* side, in one column, and those of the *Cr.* in the other. The difference 65554, when divided by 7300, gives the interest as before. *

Of these two methods of calculating interest on Accounts Current, we prefer the second, because it is more expeditious, the interest being calculated only on the difference of the products, which reduces the whole to one division.

Men of business, who follow the first method of computing interest, generally use *Interest Tables:* the want of expertness in calculation may require such helps; but we would not recommend to young people the assistance of Tables of any kind, excepting those of Compound Interest and Annuities. Those who have the resolution to reject Tables of Calculation soon acquire a facility in figuring, which seems almost incredible to those who have not made the experiment; and this facility will not be confined to the calculation of interest alone, but will extend itself to every other branch of Business.

* In setting down the products, the *Shillings* in the product are neglected when below ten, and one is added to the pounds, when they amount to ten or upwards.

PART I.

BOOK-KEEPING, BY SINGLE ENTRY.

GENERAL PRINCIPLES AND RULES.

BOOK-KEEPING is the Art of recording the Transactions of Persons in Business, in such a manner as to exhibit a distinct view of the State of their affairs.

The mode of keeping Books may be varied according to the peculiar nature of the Business; but there are, properly speaking, only two methods, which differ materially from each other; namely, Book-keeping by *Single Entry* and by *Double Entry*.

Single Entry is the most simple and concise method, but it is imperfect, as it contains Personal accounts only. The Ledger, kept on this plan, affords to the owner a knowledge of what debts are due to him, and of what he owes to others, but it exhibits no Account of the quantities of Goods bought and sold, nor of the Stock in hand. This mode of keeping Books is best adapted to Retail business, in which the articles sold are small and numerous.

The principal Books used by Shop-keepers, are a DAY-BOOK, and a LEDGER *, the forms of which are exhibited in the following specimens, pages 19 and 24, &c.

The DAY-BOOK, records every transaction by which new Debts are contracted, or former ones discharged. The entries may be made either in the style of *Dr.* and *Cr.* as *Joseph Crosby Cr., George Bernard, Dr.*, as in the specimen first page; or in common language, as *Bought of Joseph Crosby*, and *Sold George Bernard.*

The following Rule will direct the Learner in distinguishing *Dr.* and *Cr.* in any Transaction.

The Person who *receives any thing* is Dr., *and the Person who gives or delivers any thing* is Cr.

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* Besides the above two Books, a CASH-BOOK is generally kept for entering money *received* and *paid;* and in order that the *Cash on hand* may be checked as often as necessary. — A specimen of this Book is given in pages 32. and 33.

When Bill transactions are frequent, a Book of *Bills Receivable and Payable* will also be necessary for entering Bills *Received* and *Accepted.* When these are negotiated or paid, the persons concerned are then debited *to*, or credited *by*, Cash from the Day-book.

Thus, if you sell Goods to any Person on credit, he, being the *Receiver*, is *Dr.* for the value; and when he pays you for them, he, being the Person who *gives*, is *Cr.* By the same Rule the Person from whom you purchase Goods on credit, he, being the *Deliverer*, is *Cr.*; and when you pay him for them, he, being the *Receiver*, is *Dr.*

The LEDGER * contains an Account for every Person of whom goods are *bought*, or to whom goods are *sold*, *on credit*; where the Articles for which he is accountable to you, and those for which you are accountable to him, are placed on opposite pages, of the same *folio*: the *Dr.* Articles on the left, and *Cr.* articles on the right-hand page, in order to show the state of every Person's Account at one view.—The difference between the *Dr.* and *Cr.* sides is called the *Balance* of the Account.

Directions for Posting and Balancing.

To post the Ledger, first open an Account for every Person occurring in the *Day-Book*, and allot such a space as you may think sufficient for subsequent entries. The Titles of the Accounts should be written in a half text hand, and entered in an Index. † Then debit or credit the person for the amount as stated in the Day-Book: that is, write the date of the entry on the margin, and say *To Goods*, or *Cash*; or *By Goods*, or *Cash*, as the case may be, insert in the folio column the page of the Day-Book from which you are posting, and the sum in the money column.

When the space allotted for any Person's Account is filled up, it must be transferred to another *folio*. Either the sum or difference of the two sides may be inserted in the new *folio*.

In order to strike a General *Balance*, take the difference of every Account, and collect into one Sum the *several Balances* due to you; to which add the *Cash* in hand from the Cash-Book, and the value of the *Goods* unsold taken by an Inventory. ‡ From this sum deduct the amount of the several Balances owing by you, and the *difference* will be your Net Stock, or the clear value of your property. This, compared with your former Stock, will shew the *Gain or Loss* on the Business since last Balance. *Vide* the Balance Account in the following Ledger, page 28.

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* Some Shop-keepers have their Ledger ruled with two Sets of money columns on the same page; the one for extending the sums of the *Dr.*, and the other for the sums of the *Cr.* Others, when the business is extensive, keep two Ledgers, one for the *Drs.* or those to whom they sell, called the *Retail Ledger*, and the other for the *Crs.*, or those from whom they purchase, called the *Wholesale Ledger*.

† The method of entering Accounts in an Index, is explained page 45.

‡ *Vide* page 51.

SET A.

RETAIL BUSINESS.

DAY-BOOK (A).

By Single Entry.

LONDON, 4th JANUARY, 1825.

(1)

*		£	s.	d.
1	*Joseph Crosby*, London, *Cr.* Bv Haberdashery, as ℔ Bill of Parcels - - - - -	33	10	//
	6			
1	*Edward Dunkin*, Manchester, *Cr.* By Amount of Sundry Goods, as ℔ B. P. - - -	57	5	6
	11			
1	*George Bernard*, London, *Dr.* To 25 Yards Irish Linen, @ 4/6 ℔ yard - - -	5	12	6
	14			
1	*Miss Gordon*, Blackburn, *Dr.* To 1 pair Black Silk Stockings, @ 15/ - £ // 15 // 3 pairs White ditto - - - 14/ - 2 2 //	2	17	//
	16			
1	*William Fenton*, London, *Dr.* To 2½ Yards Superfine Cloth, drab, @ 20/6 £2 11 3 3¾ ditto - - - - - blue, @ 24/ 4 10 //	7	1	3
	18			
1	*Miss Gordon, Dr.* To 7½ Yard Flowered Silk, @ 15/ - - - - - -	5	12	6

* This Column refers to the folio of the Ledger, where each account is posted.

LONDON, 20th JANUARY, 1825.

		£	s.	d.
2	*Lady Derby, Dr.*			
	To 2 large Silk Shawls, - @ 60/ - - £6 " "			
	3 large Silk Handkerchiefs, 5/6 - " 16 6			
	1 Parasol, - - - - - - 31/6 - 1 11 6			
		8	8	"
	21			
2	*Thomas Edwards*, York, *Cr.*			
	By Broad Cloths, as ℔ B. P. - - - - - - - - -	24	19	6
2	*Miss Linwood*, London, *Dr.*			
	To 5 yards fine Velvet, - - @ 21/ - £5 5 "			
	3 yards Satin, - - - - - 15/6 2 6 6			
	10 yards Silk Lace, - - 14/ - 7 " "			
		14	11	6
	23			
2	*Richard Stanley*, London, *Dr.*			
	To $1\frac{7}{8}$ yards superfine blue Cloth, @ 23/ £2 3 $1\frac{1}{2}$			
	$2\frac{1}{2}$ - - woollen Cord, - - - 10/ 1 5 "			
	2 - - Kerseymere, - - - - 10/6 1 1 "			
	$\frac{3}{4}$ - - Quiltings, - - - - 10/6 " 7 $10\frac{1}{2}$			
		4	17	"
	27			
1	*Lady Derby, Cr.*			
	By Cash, in full. - - - - - - - - - - - -	8	8	"
	27			
2	*Henry Rawson*, London, *Dr.*			
	To 15 yards green Baize, - @ 2/5 - £1 16 3			
	33 - Sheeting - - - 1/8 - 2 15 "			
	4 11 3			
	Received on account - - - - - - 3 " "			
		1	11	3

LONDON, 4th FEBRUARY, 1825.

		£	s.	d.
2	*Thomas Edwards, Dr.*			
	To a Bank Bill, remitted him in full - - £23 2 ″			
	Discount allowed by him. - - - - - 1 17 6			
		24	19	6
	5			
2	*Francis Bulmer,* London, *Dr.*			
	To 6 yards superfine blue Cloth, @ 20/ - £6 ″ ″			
	8 - - ditto - drab ditto - 20/6 - 8 4 ″			
	6 - - Sarsnet - - - - - - 10/ - 3 ″ ″			
		17	4	″
	6			
2	*Richard Stanley, Cr.*			
	By Cash in full - - - - - - - - - £4 12 ″			
	Discount allowed him - - - - - ″ 5 ″			
		4	17	″
	10			
3	*Joseph Crosby, Dr.*			
	To Cash paid him in full - - - - - £31 ″ ″			
	Discount allowed me. - - - - - 2 10 ″			
		33	10	″
	16			
2	*Pringle & Fletcher,* London, *Cr.*			
	By Sundry Goods, as ℔ B. P. - - - - - - - -	50	15	″
	22			
3	*Nicholas Rowe,* Leeds, *Dr.*			
	To 75 yards Russia Sheeting, @ 2/3 - - £8 8 9			
	50 - - Serge - - - - 2/11 - - 7 5 10			
	Packing - - ″ 2 5			
		15	17	″
	26			
1	*Miss Gordon, Cr.*			
	By Cash received in full - - - - - - - £8 5 ″			
	Abated ″ 4 6			
		8	9	6

LONDON, 3d MARCH, 1825.

		£	s.	d.
1	*George Bernard, Cr.* By Cash, in full. - - - - - - - - - - - - -	5	12	6
	6			
1	*Edward Dunkin, Dr.* To a Bank Post-Bill, remitted him on Account - -	25	//	//
	10			
1	*George Bernard, Dr.* To 25 yards Dowlas, - - @ 1/6 - - - £1 17 6 30 - - Diaper, - - - 1/4½ - - 2 1 3	3	18	9
	15			
2	*Francis Bulmer, Cr.* By Cash, received, on his Account, from J. Rainey, -	10	//	//
	20			
3	*Peter Wrangham,* Bristol, *Dr.* To 6 pair Cotton Stockings, @ 4/ - - £1 4 // 6 - - Thread ditto - - - 4/9 - - 1 8 6 7 - - Kid Gloves, - - - 3/ - - 1 1 // 6 Hats, at 8/ 10/6 12/ 14/ 16/ 17/ - - 3 17 6	7	11	//
	22			
2	*Francis Bulmer, Dr.* To 1 dozen Chip Hats, at 3/ 5/ 7/ 8/6 10/6 15/ 17/ 19/ 21/ 23/ 24/6 26/ each. - - - - - - -	8	19	6
	25			
2	*Henry Rawson, Dr.* To 20 yards Lawn, - - - @ 3/6 - - £3 10 // 23 - - Gauze, - - - - 2/ - - 2 6 // 6 pairs Women's Hose, - 3/6 - - 1 1 //	6	17	//
	28			
3	*Nicholas Rowe, Cr.* By 25 yards Russia Sheeting, returned at 2/3 £ 2 16 3 Cash received in full, - - - - - - 12 1 // Discount allowed him. - - - - - // 19 9	15	17	//

INDEX

TO LEDGER A.

By Single Entry.

	Fol.
B	
Bernard, George	1
Bulmer, Francis	2
Balance.	3
C	
Crosby, Joseph	1
D	
Dunkin, Edward	1
Derby, Lady	1
E	
Edwards, Thomas	2
F	
Fenton, William	1
G	
Gordon, Miss	1
L	
Linwood, Miss	2
P	
Pringle & Fletcher,	2
R	
Rawson, Henry	2
Rowe, Nicholas	3
S	
Stanley, Richard	2
W	
Wrangham, Peter	3

1825.			fol.	£	s.	d.
		Dr. JOSEPH CROSBY,				
Feb.	10	To Cash, &c. - - - - - - - - - - - -	3	33	10	"
		Dr. EDWARD DUNKIN,				
March	6	To a Bank Post-Bill - - - - - - - - -	4	25	"	"
	31	To Balance, carried to new Ledger - - - -	1	32	5	6
				57	5	6
		Dr. GEORGE BERNARD,				
Jan.	11	To Goods, - - - - - - - - - - - - -	1	5	12	6
March	10	To ditto. - - - - - - - - - - - - -	4	3	18	9
				9	11	3
		Dr. MISS GORDON,				
Jan.	14	To Goods, - - - - - - - - - - - - -	1	2	17	"
	18	To ditto. - - - - - - - - - - - - -	1	5	12	6
				8	9	6
		Dr. WILLIAM FENTON,				
Jan.	16	To Goods. - - - - - - - - - - - - - -	1	7	1	3
		Dr. LADY DERBY,				
Jan.	20	To Goods. - - - - - - - - - - - - -	2	8	8	"

1825.			fol.	£	s.	d.
		London. Cr.				
Jan.	4	By Goods - - - - - - - - - - - -	1	33	10	"
		Manchester. Cr.				
Jan.	6	By Goods - - - - - - - - - - - -	1	57	5	6
		London. Cr.				
March	3	By Cash, - - - - - - - - - - - - - -	4	5	12	6
	31	By Balance, carried to New Ledger - - - -	1	3	18	9
				9	11	3
		Blackburn. Cr.				
Feb.	26	By Cash, &c. - - - - - - - - - - -	3	8	9	6
		London. Cr.				
March	31	By Balance, carried to New Ledger - - - -	1	7	1	3
		of Derby. Cr.				
Jan.	26	By Cash - - - - - - - - - - - - -	2	8	8	"

1825.			fol.	£	s.	d.
		Dr. THOMAS EDWARDS,				
Feb.	4	To a Bank Bill, &c. - - - - - - - - - -	3	24	19	6
		Dr. MISS LINWOOD,				
Jan.	21	To Goods. - - - - - - - - - - - - - -	2	14	11	6
		Dr. RICHARD STANLEY,				
Jan.	23	To Goods. - - - - - - - - - - - - - -	2	4	17	//
		Dr. HENRY RAWSON,				
Jan.	27	To Goods, - - - - - - - - - - - - -	2	1	11	3
March	25	To ditto. - - - - - - - - - - - - - -	4	6	17	//
				8	8	3
		Dr. FRANCIS BULMER,				
Feb.	5	To Goods, - - - - - - - - - - - - -	3	17	4	//
March	22	To ditto. - - - - - - - - - - - - - -	4	8	19	6
				26	3	6
		Dr. PRINGLE & FLETCHER,				
March	31	To Balance, carried to new Ledger - - - -	2	50	15	//

1825.			fol.	£	s.	d.
		York. Cr.				
Jan.	21	By Goods	2	24	19	6
		London. Cr.				
March	31	By Balance, carried to New Ledger	2	14	11	6
		London. Cr.				
Feb.	6	By Cash	3	4	17	//
		London. Cr.				
March	31	By Balance, carried to New Ledger	2	8	8	3
		London. Cr.				
March	15	By Cash	4	10	//	//
	31	By Balance, carried to New Ledger	2	16	3	6
				26	3	6
		London. Cr.				
Feb.	16	By Goods	3	50	15	//

			fol.	£	s.	d.
1825.		Dr. NICHOLAS ROWE,				
Feb.	22	To Goods - - - - - - - - - - - -	3	15	17	//
		Dr. PETER WRANGHAM,				
March	20	To Goods - - - - - - - - - - - - -	4	7	11	//
		Dr. BALANCE.*				
March	13	To George Bernard, - due to me - - Fol.	1	3	18	9
		To William Fenton, - - ditto - - - -	1	7	1	3
		To Miss Linwood, - - ditto - - - -	2	14	11	6
		To Henry Rawson, - - ditto - - - -	2	8	8	3
		To Francis Bulmer, - - ditto - - - -	2	16	3	6
		To Peter Wrangham, - - ditto - - - -	3	7	11	//
		Amount of debts due to me	—	57	14	3
		To Goods, &c. in Shop, as ☞ Inventory - Page	14	83	6	2
		To Cash in hand, as ☞ Cash-Book, - - Page	17	271	1	//
		Total of Debts, Goods and Cash	—	412	1	5

* See *Directions* for *Balancing*, page 16.

			fol.	£	s.	d.
1825.		*Leeds.* Cr.				
March	28	By Cash and Goods returned, &c. - - - - -	4	15	17	//
		Bristol. Cr.				
March	31	By Balance, carried to New Ledger - - - -	3	7	11	//
		BALANCE. Cr.				
March	31	By Edward Dunkin, - due to him - - Fol.	1	32	5	6
		By Pringle & Fletcher, - ditto - - - -	2	50	15	//
		Amount of debts owing by me		83	//	6
		By Cash in hand at the commencement of my Business, as ☞ Cash-Book - - - - - - -		300	//	//
				383	//	6
		*Net Gain in three Months.** - - - -	—	29	//	11
				412	1	5

* See *Check* on the following page.

31st MARCH, 1825.

			£	s.	d.	£	s.	d.
Children's Handkerchiefs	2 dozen and 2	@ 8/6	//	18	5			
Cambric ditto -	1 ——— 4 -	- 18/6	1	4	8			
Muslin, Green Ground	12 yards -	- 1/8	1	//	//			
Superfine Cloth, Blue	7 ——— -	- 16///	5	12	//			
Cotton Stockings, White	12 pairs -	- 3/9	2	5	//			
Silk ditto -	5 ——— -	- 10/6	2	12	6			
Silk Velvet, Green	15 yards -	- 15///	11	5	//			
Flowered Silk -	20 ——— -	- 13///	13	//	//			
Satin - - -	17 ——— -	- 12///	10	4	//			
Lace - - -	10 ——— -	- 11///	5	10	//			
Kerseymere - -	10 ——— -	- 7///	3	10	//			
Quiltings - -	5½ ——— -	- 6/6	1	14	1½			
Sheeting (Russia) -	25 ——— -	- 1///	1	5	//			
						60	//	8½
FURNITURE in Shop, as ℔ account paid Wm. Binn			21	15	//			
Fire Irons and Fender -			1	10	6			
						23	5	6
						£83	6	2½

CHECK

ON THE PRECEDING BALANCE.

Amount of CHARGES ℔ *Cash-Book* - -	£	s.	d.	Amount of GOODS SOLD ℔ *Day Book* - -	£	s.	d.
					111	2	//
DISCOUNTS.				———do. for Cash	41	5	10
Allowed to me	4 7 6						
———by me	1 9 3				152	7	10
	2	18	3	———do. *on hand* -	60	//	8
					212	8	6
	16	17	7	Deduct amount PURCHASED	166	10	//
NET *Gain* -	29	//	11				
	£45	18	6	WHOLE *Gain*	£45	18	6

In the above CHECK we collect on one side, the amount of the SALES from the *Day-Book*, as also those from the *Ready-money and Retail Sales-Book*, given in page 18, and from the amount of these, we subtract the amount of the PURCHASES,—the difference, consequently, is the *Whole or Gross Gain*, when the amount of the *Sales* exceeds that of the *Purchases*, as in the above instance. Against this we oppose the *Charges* attending the business, taken from the *Cash-Book;* and the *Discounts* allowed to and by you, as stated in the Day-Book. The Difference between this sum and the other side must be equal to the *Net Gain*, if free from error.—See preceding page, *Net Gain*, £29 0 11, as above.

1825.			Paid. £	s.	d.	£	s.	d.
Jan.	7	Postage of a Letter - - - -	//		9			
	12	1 Stone Moulded Candles - - -	//	14	//			
	16	A Waggon Coals - - - - -	1	1	//			
	20	Postage of Two Letters - - -	//	2	8			
		Entered ☞ Cash-Book	—	—	—	1	18	5
Feb.	4	Carriage of Goods - - - -	//	13	9			
	10	Postage of a Letter - - - -	//	1	6			
	16	Porterage of Goods - - - -	//	//	10			
		Entered ☞ Cash-Book	—	—	—	//	16	1
March	4	Porterage of Goods - - - -	//		6			
	14	Carriage of Goods - - - -	//	10	3			
	20	Postage of Letters - - - -	//	2	9			
	26	Porterage of Goods - - - -	//	//	10			
	29	Carriage of Goods - - - -	//	5	9			
		Entered ☞ Cash-Book	—	—	—	1	//	1

☞ Month. The Petty Cash Book is added up, and the amount expended is carried to the credit side of the Cash-Book. Thus, in the month of January, the Sum expended as above is £1 18 5, which we carry to the credit side of the Cash-Book at the end of that Month, as in the following Cash-Book and so of the other Months.

* The above is a Specimen of a PETTY CASH-BOOK, which will be sufficient to shew the Learner how such a Book is kept. At the end of each, see above.

1825.		Dr. Cash.	Received.		
Jan.	1	To Stock for Money in hand this day - - - -	300	//	//
	27	To Henry Rawson, received in part - - - -	3	//	//
	31	To Ready-money Sales, received this month - -	16	1	2
			319	1	2
Feb.	1	To *Balance,* from last month - - - - - - -	289	13	6
	4	To Lady Derby, received in full - - - - -	8	8	//
	6	To Richard Stanley, received in full - - - -	4	12	//
	26	To Miss Gordon, received in full - - - - -	8	5	//
	28	To Ready-money Sales, received this month - -	10	9	6
			321	8	//
March	1	To *Balance,* from last month - - - - - - -	262	14	11
	10	To George Bernard, received of him - - - -	5	12	6
	15	To Francis Bulmer, received to account - - -	10	//	//
	28	To Nicholas Rowe, received in full - - - - -	12	1	//
	31	To Ready-money Sales, received this month - -	14	15	2
			305	3	7

		Cr. CASH.	Paid.		
1825.					
Jan.	4	By Furniture for Shop, paid Wm. Binn, ℔ Account	21	15	//
	6	By Fire Irons and Fender - - - - - - - -	1	10	6
	31	By Petty Charges, paid this month - - - - -	1	18	5
		By House Expenses, - - do. - - - - - -	4	3	9
		By *Balance* in hand, carried to next month - -	289	13	6
			319	1	2
Feb.	4	By Thomas Edwards, paid him in full - - - -	23	2	//
	10	By Joseph Crosby, paid him in full - - - -	31	//	//
	28	By Petty Charges this month - - - - - -	//	16	1
		By House Expenses - do. - - - - - - - -	3	15	//
		By *Balance,* to next month - - - - - - - -	262	14	11
			321	8	//
March	6	By Edward Dunkin, paid him on Account - -	25	//	//
	22	By Stationary Account, paid Crosby - - - -	2	10	//
	31	By Petty Charges this month - - - - - -	1	//	1
		By House Expenses do. - - - - - - - -	5	12	6
		By *Balance,* in hand - - - - - - - - - -	271	1	//
			305	3	7

RETAIL AND READY MONEY SALES BOOK.*

Date.		Monday.	Tuesday.	Wednesday.	Thursday.	Friday.	Saturday.	Weekly.		
								£	s.	d.
1825. Jan.	5	// // //	// 15 4	// 10 9	// 12 10	1 2 //	// 13 3	3	14	2
	12	// 9 4	// 11 2	// // //	1 10 //	1 4 6	1 1 4	4	16	4
	19	// 15 2	// // //	1 2 //	// 17 //	// 19 3	1 3 2	4	16	7
	26	// // //	// // //	// 12 2	// 16 4	// 4 //	1 1 7	2	14	1
		January 31st—Entered ℔ Cash-Book - - -						16	1	2
								£	s.	d.
Feb.	2	// 5 2	// // //	// 14 1	// 7 9	// 13 2	// // //	2	//	2
	9	// // //	// 10 6	// 9 3	// 15 6	// // //	1 2 6	2	17	9
	16	// 8 4	// // //	// 19 6	// 14 2	// 6 4	// 11 9	3	//	1
	23	// // //	// // //	// 12 4	// 6 11	// 17 3	// 15 //	2	11	6
		February 28th—Entered ℔ Cash-Book - - - -						10	9	6
								£	s.	d.
March	2	// 4 1	// 7 2	// 16 10	// // //	// 14 4	// 17 9	3	//	2
	9	// // //	// 4 10	// 11 7	1 2 3	// 11 9	// 12 3	3	2	8
	16	// 7 3	// 6 2	// 13 4	1 6 //	// 4 //	// 10 6	3	7	5
	23	// 2 9	1 3 9	// 11 9	// 14 1	// 16 10	// 14 9	4	3	11
	30	// // //	// 4 10	// 16 2	// // //	// // //	// // //	1	1	//
		March 31.—Entered ℔ Cash-Book - - - -						14	15	2

* The above is a Specimen of a Ready Money and Retail Sales Book, which will be found very useful to those who wish to know the amount of the Sales drawn daily, weekly, and monthly. It is understood that the amount of the Cash drawn daily, is entered in the evening, and so of the rest, and may be carried to the Cash-Book as often as is found convenient, although we have entered the amount received monthly.

PART II.

BOOK-KEEPING BY DOUBLE ENTRY.

ELEMENTARY PRINCIPLES AND RULES.

The method of Book-keeping by Double Entry is founded on very general principles, and is the most certain in its conclusions. By this method, for every sum entered on the Dr. side of any Account, the same sum must be carried to the Cr. side of other Accounts; and it follows from this, that an error cannot easily pass unnoticed, because the sums of the Dr. and Cr. sides must be equal. The Ledger, when properly kept, exhibits, in a clear and concise point of view, not only the debts due to, or by the Owner, as in Single Entry, but the Amount of the Cash and Bills, the amount of the Purchases and Sales, the value of the quantity on hand, and the Gain or Loss on each article or on the whole. This method of Book-keeping is therefore best adapted to extensive and complicated business.

The matter, which a Merchant's Books should contain, may be reduced to the three following heads:

First, The Debts owing to him, and those which he owes to others.

Secondly, The Goods, and other property, belonging to him, at commencement of the Books; the amount sold, or otherwise disposed of; and the quantity and value still on hand.

Thirdly, His Stock or Capital at commencement, the Profits he has acquired, or the Losses sustained, and the amount of his Stock at present.

The method of Book-keeping, which answers these purposes, must be on the principles of Double Entry; and the plan which exhibits these most clearly and concisely, is best adapted to the nature of the Business.

CHAP. I.

Of the DAY-BOOK, and the Subsidiary Books.

The DAY-BOOK records the Sales or disposal of such Goods as the Merchant has on his own Account, and every other Transaction which cannot with propriety be entered in any of the rest of the Books.

Sometimes the Day-Book contains the amount of the several Purchases, and also of the Shipments, with a reference to the Invoice Book for particulars.

Some Accountants enter also in the Day-Book, the Sales on Consignment as they are made; and at the end of the month or when the Sales are finished, they are collected and transcribed into the SALES-BOOK.

The following Subsidiary Books are those now generally used in Business:

I. The INVOICE-BOOK, which contains the particulars of Goods purchased.—This Book is usually made of blue or cartridge paper, on which the original Invoices are *pasted*, when checked.

Sometimes this Book is dispensed with, by having the original papers filed up; and only the Seller's name, date, and amount of the purchase, entered in the Day-Book as is done in the following Sets.

II. The BOOK OF SHIPMENTS, or INVOICE-BOOK outwards, in which are entered an Account of such Goods as are sent off, either in consequence of orders from the Person or Company, to whom they are addressed, or consigned for sale.

III. The ACCOUNT-SALES-BOOK, in which are entered the Sales of Goods consigned and the other charges laid out, or incurred on them; as Cellar, or Warehouse rent, Interest on money advanced, Commission, &c. with the *Net Proceeds* ascertained.

Note. It is proper that this Book contain the Account-Sales exactly in the form in which they are rendered to Employers.

IV. The CASH-BOOK, on the left hand page, or *Dr.* side, are entered all Sums of money received, and on the right hand page, or *Cr.* side, all Sums paid. This Book enables the Cash-keeper to check the money on hand as often as he finds it necessary, and it reduces the Cash Account in the Ledger to *twelve* lines, that is, one for each month in the year.

V. The BILL-BOOK, in one part of which are entered all Bills which the Merchant receives, and, in the other, all Bills which he grants or accepts. It is ruled with a number of columns for the different clauses of the Bills; as the *date*, when received, or accepted; *on whom drawn*, or *to whom granted; when* and *where payable;* the Sum of the Bill, and the *Event*, that is, whether paid, discounted, or protested.

The Books above described, when no others are kept, contain the materials from which the JOURNAL and LEDGER are composed, and therefore should be kept with the greatest precision and accuracy, and every calculation in them should be examined before it is journalized and posted; for a mistake in any of them must of course, run through the Journal and Ledger.

Having thus given a brief description of the nature and use of the Books generally used, we shall next consider the Ledger, because, though the JOURNAL comes before them in the order of writing, yet the Journal cannot be well understood until the nature of the Ledger be explained.

CHAP. II.

Of the LEDGER and an EXPLANATION of the Accounts.

The LEDGER collects together Articles of the same kind under their respective heads; and for this purpose it is divided into several Accounts, the *Dr.* and *Cr.* of each being opposite.

The Accounts in the Ledger, when the Books are kept by Double Entry, may be distinguished into three kinds, answering to the three objects which a Merchant's Books should exhibit, as formerly mentioned.

First, PERSONAL ACCOUNTS:—A. B., or any Person's Account, contains on the *Dr.* the Sums for which he is accountable to us, and on the *Cr.* the Sums for which we are accountable to him. The *Balance* shows how much is owing.

BILLS RECEIVABLE, contains on the *Dr.* all the Bills we receive for any debt owing us; and on the *Cr.* those of which we receive payment, or which we otherwise dispose of. The *Balance* is the Sum owing us in Bills in hand.

BILLS PAYABLE, contains on the *Cr.* the Bills we accept, and on the *Dr.* those we have paid. The *Balance* is the Sum we owe in accepted Bills.

Secondly, REAL ACCOUNTS,—which are Accounts of any kind of Property, such as *Cash*, *Goods*, *Ships*, *Houses*, *Lands*, or the like.

CASH, contains on the *Dr.*, the sums of money we receive, and on the *Cr.* the money we pay. The *Balance* shows the Cash on hand.

GOODS, contains on the *Dr.* the amount of the purchases, and all charges; on the *Cr.* the sales, or other returns. The *Balance*, after valuing the quantity on hand, is placed on the *Cr.* and shows the gain or loss.

In general, Accounts of Property contain, on the *Dr.*, the value of the property, and all expenses laid out on them; on the *Cr.* the sales, or advantages arising from them, such as freights, rents, or the like. The *Balance* is the gain or loss, when the value of the property, or subject on hand, is added to the *Cr.*

Thirdly, NOMINAL ACCOUNTS,—which are those of *Stock*, and *Profit* and *Loss*.

STOCK, is used instead of the name of the Merchant or Owner of the Books, on the *Dr.* is entered the Amount of his Debts at commencement, and on the *Cr.*, the Amount of his Subject; or, in other words, the Amount of the *Cash*, *Goods*, *Debts*, and other *Property*, then belonging to him. The difference, therefore, shows his Net *Stock*, or *Capital*, at that time.

PROFIT AND LOSS, contains on the *Dr.* every Article of loss, and on the *Cr.* every Article of gain. The *difference*, when the several items arising from the closing of the Ledger Accounts is placed to the proper side of that Account, shows the Net gain or loss on the business.

To shorten and methodize the Profit and Loss Account, it has been found convenient to open several *Subsidiary Accounts*, such as the following:

Charges,—on the *Dr.* are entered all Expenses paid or incurred on the business, which do not belong to any particular Account; on the *Cr.* usually the Sums we charge our Employers for Warehouse or Cellar-rent, Postages, or the like.

For convenience; sometimes this Account is first debited with the charges on Shipments, and then credited for the same, as is done in the following Sets.

House, or Proper Expenses,—on the *Dr.* the Sums of money, or the value of any thing else taken for private use. There is seldom any thing entered on the *Cr.*; but there may be part of a Sum which was withdrawn, and not all expended at the time of closing the Books.

Interest,—on the *Dr.* all Sums paid or incurred by us, for interest or discount on Bills, or Accounts in receiving a settlement; on the *Cr.* side, the Sums for Interest, or Discount allowed us.

Commission,—on the *Cr.* are the Sums we receive as an allowance for the trouble of transacting business for others. It is not usual to have entries on the *Dr.*; and if there be any, it must be Commission which we owe to others; for instance, Bankers, on whom we may draw bills, charge a commission.

Insurance,—is made *Dr.* for the Sums insured with others; and *Cr.* when these sums are charged to the respective Accounts on which they are due.

When we have posted a few Accounts into the Ledger, it will readily be perceived, that every Sum which is entered on the *Dr.* side of the Books, is also entered on the *Cr.* side; and it follows from this, that, *If all the Accounts in the Ledger be added, the amount of the Sums of the Dr. side will be equal to those of the Cr. side.*

CHAP. III.

Of the JOURNAL, and RULES for Journalizing.

The JOURNAL contains an arrangement of the whole Transactions in each month, with the *Drs.* and *Crs.* pointed out, that they may be easily posted into the Ledger.

The Rules for distinguishing *Dr.* and *Cr.* are inferred from the nature of the Accounts in the Ledger. The following general Rules will apply in all Cases, whether in Personal, Real, or Nominal Accounts.

I. PERSONAL ACCOUNTS.

The Person *to whom* any Article *is delivered* on credit, is . . . . . *Dr.*
The Person *from whom* any Article *is received* on trust, is . . . . . *Cr.*

II. REAL ACCOUNTS.

Every Article *bought*, or received, is . . . . . *Dr.*
Every Article *sold*, or delivered, is . . . . . *Cr.*

III. NOMINAL ACCOUNTS.

PROFIT and LOSS, { for every *Loss* or *Charge*, is . . . . . *Dr.*
for every *Gain* or *Advantage*, is . . . . . *Cr.*

When any entry is to be made in the Journal, we must consider to which Account in the Ledger it is proper to be placed, both on the *Dr.* and *Cr.* sides. As the whole Art of Journalizing consists in a proper choice of *Drs.* and *Crs.*, which is reckoned the most difficult part of Book-keeping, it is proper to be more particular in the Rules, and that these may be easily referred to, we shall arrange them under distinct heads.

We begin with the Journal Entries, which occur at the opening of the Books.

First, For the INVENTORY of our EFFECTS.

SUNDRIES *Drs. to Stock.*
Cash, for the money on hand.
Goods, or other *Property*, for the amount.
Bills Receivable, for the Bills in our hands.
Personal Accounts, for the Sums owing us.

Secondly, For the LIST of our DEBTS.

STOCK Dr. to *Sundries.*
To Personal Accounts, for the Amount we owe in open Accounts.
To Bills Payable, for our Acceptances not due or paid.

I. CASH TRANSACTIONS.

CASH is Dr. . . . . for every Sum received.
CASH is Cr. . . . . for every Sum paid.

RECEIVING PAYMENT of *Personal Accounts.*

Debit CASH, *To A. B.* (the payer)

RECEIVING MONEY *on Discount.*

Method 1st. *Debit* CASH, *To A. B.* for the net Sum—then
INTEREST *Dr. To A. B.* for the discount, as stated in the Day-Book.

2d.* *Debit* CASH *To A. B.* for the whole Sum—and
Credit CASH, *By Interest* for the discount.

Note. The first of these methods is followed in Set B., and the second method in Set C.

RECEIVING RENTS, FREIGHTS, &c., *from Accounts of Property.*

Debit CASH, *To the Property*, from which they arise.

Note. When Rents, Freights, or the like are owing, it will readily occur to the student to *debit* the *Person* accountable instead of *Cash*; or, when any other *Article* is received, to make that *Article Dr.* to the *Property.*

* This method of entering *received* on *discount*, is stated as if we received first the whole sum, and then returned the discount. The same method is followed when we *pay* money on *discount.*

RECEIVING MONEY *not arising from any Account.*

Debit CASH, *To Commission,* if on a Sum which we have charged, for receiving or paying Money, on account of another,—or

Debit CASH *To Stock,* if a Sum which does not arise from the business such as a Legacy received.

PAYING PERSONAL ACCOUNTS.

Credit CASH, *By A. B.* (the receiver.)

PAYING MONEY *on Discount.*

Method 1st. *Credit* CASH, *By A. B.* for the Net Sum paid,—and *A. B. Dr.* to *Interest,* for the discount, as stated in the Day-Book.

2d. *Credit,* CASH, *By A. B.* for the full Sum,—and then *Debit* Cash *By Interest* for the discount.

PAYING CHARGES ON *Accounts of Property.*

Credit CASH, *By the Property,* for repairs, duties, &c.

Note. If the charge be owing at taking a Balance, the *Property* is made *Dr.* to the *Person to whom it is due;* or if we discharge it by giving Goods, the *Property is Dr. to Goods.*

PAYING MONEY *not connected with any Account.*

Credit, CASH, *By Charges,* for incidents,—or

Credit CASH, *By Profit and Loss,* for interest on money borrowed or the like.

Note. If any Charge, such as Clerk's wages, Interest on the like, be due at taking a Balance, the amount of *Charges,* or *Profit and Loss,* is made *Dr.* to the *Person* to whom it is owing.

II. BILL TRANSACTIONS.

BILLS RECEIVABLE is *Dr.*.....for all Bills received.

BILLS PAYABLE is *Cr.*.....for all Bills accepted.

RECEIVING BILLS *in Settlement of an Account.*

Bills Receivable Dr. to A. B. (from whom received).

Note. If we receive Bills from more than one person during the month make *Bills Receivable Dr. to Sundries.*

RECEIVING PAYMENT OF BILLS.

Debit CASH, *To Bills Receivable,* for payment of No.—

DISCOUNTING BILLS.

Debit CASH, *To Bills Receivable,* for the Sum of the Bill.

Credit CASH, *By Interest* for Discount on No.—

ACCEPTING BILLS.

A. B. (on whose account) *Dr. to Bills Payable.*

Note. If we accept Bills to more than one person during the month, make *Sundries Drs. to Bills Payable.*

PAYING BILLS.

Credit CASH, *By Bills Payable*, paid No.—

DRAWING and REMITTING BILLS.

Method 1st. *A. B.* (to whom remitted) Dr. to C. D. (on whom drawn.)
2d. *Bills Receivable Dr. to C. D.*—and then
A. B. ..... Dr. to Bills Receivable.

Note. If we purchase Bills for *Cash*, to be remitted; *Credit* CASH *By A. B.* to whom remitted: and when we pay away or indorse a Bill, which we had entered, make *A. B.* (to whom paid or indorsed) *Dr. to Bills Receivable.*

RENEWING BILLS.

First. If the Bill be in our own hands.
A. B. (the Acceptor) *Dr. to Sundries.*
To Bills Receivable, for the sum of the old Bill.
To Interest, for the interest added to the new Bill.
And then,
Bills Receivable Dr. to A. B. for the new Bill.

Note. These Entries suppose that Interest is allowed for the time the Bill is renewed, and included in the new Bill. If the interest be paid in Cash, *Debit* CASH *To Interest*, for the interest.

Secondly. If the Bill has been paid away.
Credit CASH, *By A. B.* when you pay his Bill.
Then from the Day-Book—enter
A. B.....Dr. to Interest, for the interest.
And from the Bill-Book
Bills Receivable Dr. to A. B. for the new Bill.

PROTESTING BILLS.

First. If the Bill be in our hands.
A. B. (on whose Account it was received) *Dr. to Sundries.*
To Bills Receivable, for the Bill.
To Charges, for Expenses of protest.
Secondly. If the Bill has been paid away.
Credit CASH *By A. B.* paid his Bill with expenses.
or
A. B.....Dr. to Sundries.
To *C. D.* (to whom the Bill was given) for the amount of the Bill.
To *Charges*, for additional expenses paid by us.

III. PURCHASES and SALES.

GOODS are *Dr.* for all purchases and Charges laid out on them.
GOODS are *Cr.* for all Sales, or other returns arising from them.

1. Buying Goods.

If for Cash.....*Credit* Cash *By Goods.*
If on Credit.....Goods *Dr. to A. B.* (the seller.)

Note. If we purchase Goods, partly for *Cash*, and partly on *Credit* or *Bill* the Seller is *Credited* for the amount of the Goods, from the Invoice, or Day Book; and *Debited* for the Cash, from the Cash-Book; and for the Bill or Bills, from the Bill-Book.

2. Selling Goods.

If for Cash..... *Debit* Cash *To Goods.*
If for Credit..... A. B. (the buyer) *Dr. to Goods.*

Note. If we sell Goods partly for *Cash*, and partly on Credit or Bill, the Buyer is *debited* for the amount of the Goods, and *credited* for the Cash and Bills.

3. Bartering or Exchanging Goods.

First. When the *value* of the Goods received, and delivered are equal.
Goods Received, *Dr. to Goods delivered.*
Secondly. When the *values* are unequal.
Goods Received Dr. to *A. B.* from whom they are received,—and
A. B......*Dr. to Goods delivered.*

Note. When the value of the Goods received is more or less than the value of those delivered, it is best to enter such transactions as a *Purchase* and *Sale*, by *crediting* A. B. for the amount of his Goods, and *debiting* him for the amount of yours. The reason is, that unless the difference be settled either by *Cash* or *Bill*, an Account must be opened for *A. B.*; and in that case it is proper that the extent of our transactions with him should appear at his Account in the Ledger.

IV. SHIPPING GOODS ABROAD.

Goods may be sent off either as a Sale, in consequence of Orders from the Person or Company on whose Account they are sent, or as an Adventure consigned to our Agent, for Sales or Returns.

A. B. *Dr.*, or, Adventure *Dr., to Sundries.*
To Goods ..... for amount of the goods.
To Charges ..... for charges at shipping.
To Commission..... for our commission.
To Insurance ... ... for premium and policy.

V. RECEIVING GOODS ON CONSIGNMENT.

When we pay Charges.

Credit Cash, *By Goods on Commission.*

When we sell these Goods.
If for Cash, ... *Debit* Cash, *To Goods on Commission.*
If on Credit, ... The Buyer *Dr. to Goods on Commission.*

When we take any of these Goods to Account.
Goods, *Dr. to Goods on Commission.*

When the Account Sales is made out.
Goods on Commission, *Dr. to Sundries.*
To *Charges* ..... for Warehouse Rent.
To *Commission* ..... for Agency.
To *Interest* (if any)..... charged on Money advanced.
To *Consigner* ..... for Net proceeds.

When the Consignments consist of a great number of Articles, we prefer opening only one general Account, as in Set C. entitled *Goods on Commission.*

VI. EFFECTING INSURANCES.

When Insurance is made on your own Account.
If on Goods Outward..... Adventure, } Dr. to Sundries.
———— Homeward..... Goods, }
To Insurance..... for premium and policy.
To Commission * ..... for commission — then
Insurance, *Dr. to the Broker or Assurance Co.*

When Insurance is made on another person's Account.
A. B. *Dr. to Sundries.*
To Insurance..... for premium and policy.
To Commission..... for your commission.

When a return of Premium is claimed for convoy and arrival on another's Account.
The Broker or Assurance Co. *Dr. to A. B.*

When a return of Premium is claimed for convoy and arrival on your Account.
The Broker or Company, *Dr. to Goods or Adventure.*

VII. ENTRIES IN BANKRUPTCY.

First, If the failure be a total Loss.
Profit and Loss, *Dr. to the Bankrupt.*

* In the case of an *Adventure.*

Secondly, When you receive a Composition.
Debit Cash To the Bankrupt, for the amount of the dividends — then for the deficiency.

Thirdly, Profit and Loss *Dr. to the Bankrupt.*

Fourthly, If at any after Period the Bankrupt should pay up the Balance.
Debit Cash *To Profit and Loss.*

Fifthly, When the Loss by a Failure is known at taking a Balance — make
Profit and Loss Dr. To the Bankrupt, for the loss;
And carry only the *difference* to Balance, which is the composition to be received. *Vide* Set C. Journal, p. 9. *Ord and Davis.*

VIII. ENTRIES IN JOINT-ADVENTURES.

First, When the Goods are wholly furnished by you.

Adventure to — in Co. *Dr. to Sundries.*
To Goods..... for amount of goods.
To Charges..... for charges at shipping.
To Commission..... for your commission (if any).
To Insurance..... for premium.

When the Sales are finished, and an Account rendered by the Agent, enter,

Agent *Dr. to Adventure in Co.*

For the Amount of the Net proceeds; which, if greater than the Amount or the outset charge of the *Adventure*, the difference is gain; when to close the Account, make the following entry,

Adventure in Co. *Dr. to Sundries.*
To Your Partner..... for his share of gain.
To Profit and Loss..... for your share of gain (see Set C.)

If there has been a Loss, the last entry is just reversed.
In Cases where the Agent, to whom the Goods are consigned, is a Partner, we would recommend the following method, instead of the above.
Debit him for one half of the Amount of the Adventure when shipped, and debit the adventure in Co. for your half. When he sends an Account Sales, he is then *debited* only for Your half of the *Net proceeds.*

Secondly, When each Partner furnishes a part of the Goods.

Adventure in Co. *Dr. to Sundries.*
To each Partner..... for what he furnished.
To Goods..... for what you furnished.
To Charges..... for amount paid by you.
To Commission..... (if any) for your commission.
To Insurance..... for premium.

When an Account Sales is rendered, in which the Net proceeds are ascertained — The AGENT is then made *Dr. to Sundries*, viz. *To Adventure in Co.* for the outset charge, *To each Partner* for his share of the gain, and *To Profit and Loss* for Your share, if the Business has yielded profit; if otherwise, reverse these entries.

Thirdly, WHEN AN ADVENTURE IS FROM ANY PLACE — on receiving the Invoice, enter

ADVENTURE FROM — IN CO.* *Dr. to Sundries.*
To the Person from whom the goods were ordered, for the amount.
To the Broker, or *Insurance*, for the premium, if insured.
To Charges.....for all charges paid by you.

For the Sales — the several *Purchasers* are made *Dr.* to the Article in Co., and when the Sales are finished, the entry is

GOODS IN CO. *Dr. to Sundries.*
To Adventure in Co. ..... for the amount of that Account.
To Charges ..... for rent and incidents during the sale (if any).
To Commission ..... for your commission.
To each Partner..... for his share of gain.
To Profit and Loss..... for your share of gain, (see Set C.)

If there has been a loss the necessary entries will readily occur to the young Accountant.

CHAP. IV.

OF POSTING AND BALANCING THE BOOKS.

THE posting of the Ledger, is the transferring of the Accounts in the Journal-entries into the Ledger. The first step is to allot a space for each Account. The room for every Account cannot be exactly known, but must be conjectured from the number of the transactions which are likely to follow. The Accounts may be opened as they occur in the Journal; or Accounts of the same kind may be placed together. This last arrangement is more convenient in extensive business; where it is often necessary to look into several of these Accounts at the same time.

Next, an Index will be necessary for pointing out the *folios* of the Ledger where the Accounts are opened. The titles of the Accounts are entered alphabetically in the Index; that is, Personal Accounts by the first *letter* of the sirname, Companies by the sirname of the Person who stands first in the *Firm*, and every other Account by the first letter of the first word.

In posting the Ledger, proceed in the following manner; First, turn, by the

* If the entries be deferred, till the Goods arrive, the Account of *Adventure in Co.* is avoided. *See* RUM in Co. in Set C.

help of the Index, to the *Account* that is, *Dr.* in the Journal-post, where it is opened in the Ledger; then, on the *Dr.* side of the Account, write the date on the margin, and on the same line say, *To the Account*, that is *Cr.* annexing a short narration if necessary; next insert, in the reference column, the page of the Journal from which you are posting, and the sum in the money column; then turn to the Account that is *Cr.* in the Journal-post, and on the *Cr.* side say, By the *Account* that is *Dr.*, inserting the *date*, *reference*, and *sum*, as before; this being done, turn to the Journal, and mark on the margin, or in a column allotted for the purpose, the *folio* of the Ledger where the entry is posted.

In complex posts, that is, where there are several *Drs.* or *Crs.* turn to each in their order, and enter the articles according to the foregoing directions.

When the space allotted for any Account in the Ledger is filled up, the Account must be transferred to another *folio*; for this purpose write on both sides of the Account opposite where the sums will be placed when the Account is added, *Transferred to Fol.* ———, and insert the folio where the Account is opened anew. Then after writing the title of the *New Account*, and entering the new *folio* in the Index, write on the *Dr. To Amount brought from Fol.* ——, and on the *Cr. By Amount brought from Fol.* ———, inserting, on each side, the folio where the Account was first opened. The sums of an Account transferred should be left blank till the Books be compared, as an error in any of the entries will occasion an alteration in the *Sum*.

When either side of an Account is full, both sides should be transferred, and a diagonal line drawn, to fill up the vacant space on the side which requires it.

Having posted into the Ledger all the articles in the Journal, before you close the Accounts, it is proper to make a *Trial Balance*, in order to try if the *Dr.* and *Cr.* sides correspond. For this purpose, prepare two sheets of paper, ruled with two money-columns, for *Dr.* and *Cr.*; write Profit and Loss as the title of the one sheet, and Balance as the title of the other; then leaving *Stock*, and *Profit and Loss*, open till the last, take the balance, or difference of every Account in the following manner:

In the *Cash Account* enter the difference, which is the Cash on hand, on the *Dr.* side of the Balance sheet.

In *Personal Accounts*, if the *Dr.* be greatest, enter the difference on the *Dr.* side of the Balance sheet; but, if the *Cr.* be greatest, the contrary.

In *Bills Receivable*, enter the difference, which is the Bills on hand, on the *Dr.* side of the Balance sheet.

In *Bills Payable*, enter the difference, which is the sum owing in accepted Bills, on the *Cr.* side of the Balance sheet.

In *Goods*, or other *Property*, if the whole be on hand, enter the amount on the *Dr.* side of the Balance sheet. If all be sold, and the *Cr.* side of the Account be greatest, enter the difference, which is gain, to the *Cr.* side of the Profit and Loss sheet; but if the *Dr.* side be greatest, the difference is loss, and is entered on the *Dr.* side. If part be on hand, enter the value of it, (estimated at prime cost, or at the current prices,) to the *Dr.* side of the Balance sheet, and then ascertain the gain or loss on the part sold, which enter on the proper side of the Profit and Loss sheet.

In Accounts of *Adventures*, when no returns have been made, enter the amount which stands at the *Dr.*, on the *Dr.* side of the Balance sheet. If returns be made, and the Account *Credited* for the Proceeds of the sales, enter the gain or loss on the *Cr.* or *Dr.* side of the Profit and Loss accordingly.

In Accounts subsidiary to PROFIT and Loss, such as *Charges*, *House*, or *Proper Expences*, *Interest*, *Commission*, &c., enter the difference on the proper side of the Profit and Loss sheet.

When you have in this manner collected all the *Balances*, add the Profit and Loss sheet, including the *Sums* which stand at that Account in the Ledger. The difference is the net gain or loss: To this, add the difference of the Stock Account, and the sum exhibits your Net Stock or Capital, and which will correspond to the difference of the Balance sheet, if the Books be correctly posted, and the *Balances* exactly collected. — The reason of this will appear from what follows:

The Balance Account contains on the *Dr.* the Cash on hand, the value of the Goods, or other Property which belongs to you, and all Debts due to you. The *Cr.* contains the Sums you owe in open Accounts and in accepted Bills. The difference of Balance, therefore, exhibits your Net Capital at present. The Stock Account contained your Effects and Debts at the commencement of the Books; therefore, the difference shews your Net Capital at that time; and when your *Profits* are added, or *Losses* subtracted from this *Sum*, it will, of course, also shew your Net Stock or Capital. Hence, the proof of Book-keeping by Double entry, consists of two methods of ascertaining what you are worth: the one from a view of your present effects and debts; the other, from your former Stock, allowance being made for your profits and losses; and both will correspond, if the Books be correct.

The difference of STOCK and BALANCE being found to agree, your next work is to close the several Accounts. For this purpose, transfer the sum or difference of each Account to its proper place in the Ledger, as is done in Set B.; or if the particulars of the Profit and Loss and Balance sheets are to be inserted in the Journal, as is done in Set C. make the following entries:

1st, *Profit and Loss Dr. to Sundries*, viz. the several Accounts on the Dr. side of the Profit and Loss sheet; and,

2d, *Sundries Drs. to Profit and Loss*, viz. the several Accounts on the Cr. side.

3d, *Balance Dr. to Sundries*, for the Cash and Goods on hand, and Debts belonging to us — the particulars of the Dr. side of the Balance sheet.

4th, *Sundries Dr. to Balance*, for the debts owing by us on the Cr. side.

When the Articles, which are comprised in these entries, are posted into the Ledger, all the Personal, Real, and Nominal Accounts, will balance, and you may add them as they are posted. The only Accounts that remain open are *Stock*, *Profit and Loss*, and *Balance*. To close these Accounts, tranfer the difference of Stock to the *Cr.* of Balance, as in Set B.

In Set C. every Article in the Ledger is posted from the Journal; and therefore the following entries are made to close the Books:

1st, *Profit and Loss Dr. to Stock*, for Net gain; or,
Stock Dr. to Profit and Loss, for Net loss.

2d, *Stock Dr. to Balance*,..... for Net capital.

The reason of the *difference* of Stock Accounts agreeing with that of Balance, may be explained in a different point of view. It was formerly observed *, that the whole sums of the *Dr.* and *Cr.* sides of the Ledger are equal; and there-

* *Vide* p. 22.

fore if the sides of every Account, except one, be balanced, that one will balance of its own accord. The Balance Account alone remains open, and upon trial, you will find that both sides are equal.

It is not necessary to begin new Books after balancing, nor to open the Accounts anew, unless the present *folios* be filled up. The Balances may be brought down, and the Accounts continued in the same *folios;* but it is best to begin a new Ledger, if the present one appear to be insufficient to contain the business to another Balance. The articles of the Balance sheet supply materials to begin the new Books, and these are made the first entries in the Journal.*

When a Person in the course of business comes to have several Sets of Books, it is usual to distinguish them by the letters of the alphabet. The first Set is marked A, the second B, and so on.

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* Compare the *Balance Account* of SET B., with the first entries in the JOURNAL of SET C.

SET B.

ON PROPER TRADE;

Or, when a Merchant buys and sells on his own Account.

INVENTORY BOOK,

Containing an Inventory of my Property, and a List of my Debts on 1st January 1825.

Cash in hand ℘ former Cash Book		£	1032	10 2
10 Casks Spanish Madder, value	£354 „ 9 „ 4			
14 Bales Pernam°. Cotton „	254 „ 7 „ 3			
220 Bundles Cotton Yarn (Water Twist)	293 „ 10 „ 6			
			902	7 1
House at Windsor.....Cost			820	– –
Furniture in Counting-house, valued at			72	11 6
Bills on the following persons, *viz.*				
No. 157, On Henry Gay & Co. due 6th Jan.	£289 „ 10 „ –			
159, „ Norris & Bell.....22d Feb.....	145 „ 11 „ 8			
163. „ Ord & Davies.....22d March...	212 „ 6 „ –			
			647	7 8
The following Persons owe me as follows:				
John Howie, *London*,	£110 „ 4 „ –			
Thomas Allwood, *ditto*	145 „ 10 „ –			
William Fenton, *ditto*	117 „ 10 „ –			
Richard Conder, *New York*	237 „ 12 „ 4			
			610	16 4
Amount of Cash, Goods, and Debts		£	4085	12 9
The following is a list of my Debts.				
To James Fielding & Co. *London*	£436 „ 17 „ 8			
To Evans & Bayley, *ditto*	8 „ 4 „ –			
To Edward Weston, *Manchester*	370 „ 1 „ –			
			815	2 8
Bills accepted by me and unpaid.				
No. 68, to Joseph Horsley, due 26th Jan.	£178 „ 4 „ 6			
65, „ J. Fielding & Co. „ 27th Feb.	112 „ 15 „ –			
			290	19 6
Amount of my Debts		£	1106	2 2

INVENTORY BOOK.

BILL-BOOK ENTRIES

FOR SET B.

	£	s.	d.
I. BILLS RECEIVABLE.			
—January 11th, 1825.—			
Received from *John Howie* & Co. my draft accepted, dated 7th January, @ 2 months, payable to my order, No. 164.....	110	4	–
—22d—			
Drawn on *Thomas Allwood* for the amount of his account 5th January, @ 3 mo. No. 165.....	145	10	–
—February 10th—			
Received *Sheldon and Sons'* bill, dated 9th February, @ 3 mo. payable to my order, No. 166	117	10	–
—12th—			
Received *Thomas Allwood's* bill on J. Burry, payable to his order, dated January 25th, @ 1 mo. No. 167	135	10	–
—16th—			
Received from *John Howie* & Co. my draft, accepted this day, @ 3 mo. No. 168	116	12	6
—March 8th—			
Edward Weston has remitted me his draft on Charles Dwyer, payable to my order, dated 5th March, @ 3 mo. No. 169....	112	1	–
—1 h—			
Drawn on *Sheldon and Sons* a bill in favour of J. Fielding & Co. this date, @ 3 mo. No. 170.....	267	15	2
—24th—			
Received from Richard Conder, his draft on George Kay, payable to my order, @ 30 days' sight, No. 171.....	400	–	–
Ent^{d}. Bill-Book *pa.*			

II. BILLS PAYABLE.	£	s.	d.
January 6th, 1825.			
Accepted *Edward Weston's* draft on me, dated January 3d, @ 31 days, payable to Mr. Jones, No. 75	370	1	–
14th			
Accepted *J. Fielding & Co.'s* bill this day, @ 3 mo., payable to their order, No. 76	156	7	8
February 12th			
Accepted Spencer & Croft's draft, @ 60 days' sight, in favour of Kemp & Gale, No. 77	272	8	3
27th			
Richard Conder has drawn on me, @ 50 days' sight, in favour of J. Hill, which draft I have accepted, No. 78	150	–	–
March 16th			
Accepted two bills drawn by Samuel Johnson in favour of Burk & Moore, 1st March, @ 3 mo., No. 79 £203 „ 6 „ 6 Ditto Tho'. Austin, 14th do. @ 3 mo. No. 80 300 „ 16 „ –	504	2	6
18th			
Robert Runcorn & Co. have drawn on me a bill in favour of Thomas Adair, @ 2 mo., which I have accepted, No. 81	429	16	–

Ent^d. Bill-Book *pa.*

CASH-BOOK ENTRIES.

FOR SET B.

	£	s.	d.
January 1st, 1825.			
Balance on hand	1032	10	2
5			
Bought for Cash, 399 lbs. Mule Twist, ℔ Bill of Parcels	124	10	–
6			
Received payment of H. Gay & Co's Bill, No. 157	289	10	–
8			
Paid John Wright for Repairs to House at Windsor	21	14	–
12			
Discounted Ord & Davis's Bill, No. 163, due 22d March	212	6	–
The Discount is	2	–	8
16			
Paid for a Desk for the Counting-House	6	6	–
18			
Received from William Fenton in full	117	10	–
26			
Paid my Bill, No. 68, to Jos. Horsley	178	4	6
27			
Paid Duty, Freight, and Charges, on 110 Casks Ashes, ℔ Frances, from New York	81	4	10
31			
Taken for House Expenses this Month	21	–	–
Paid Charges this Month, as ℔ Expense-Book	4	19	11
February 6			
Paid my Bill No. 75, to Edward Weston	370	1	–
8			
Paid Evans and Bayley in full	8	4	–
12			
Received from Thomas Allwood in part	50	–	–
16			
Discounted at my Banker's, J. Howie & Co's Bill, No. 164, due 10th March	110	4	–
Discount 23 Days		6	11
23			
Received a Legacy of	500	–	–
26			
Paid J. Fielding & Co. which (including the discount) is in full to 1st January (*vide* Day Book).	266	9	6

	£	s.	d.
26			
Paid Duty, Freight, & Charges on 8 Casks Madder, from Rotterdam ℔ Jessie	31	3	8
27			
Paid my Bill, No. 65, to J. Fielding & Co	112	15	–
Received Rent of my House at Windsor	50	–	–
28			
Received payment of Bill, No. 167, J. Burry	135	10	–
Taken for House Expenses this Month	20	–	–
Paid Charges, as ℔ Expense Book this Month	2	14	–
March 3			
Sold for *Cash* 66 lbs. Mule Twist	21	9	6
5			
Received Payment of W. Fenton's Account on Discount—net... (*vide* Day Book)	73	6	–
6			
Paid J. Penman, my Clerk, 3 Months' Salary	17	10	–
10			
Received from Thomas Allwood, the Balance of his Account	54	16	3
17			
Paid my Bill, No. 76, on Discount, J. Fielding & Co's	156	7	8
Received 31 Days' Discount		13	3
22			
Discounted at my Banker's, Thomas Allwood's Bill, No. 165, due 8th April	145	10	–
Discount 17 days		6	9
Ord & Davis having failed, I have taken up their Bill, No. 163, due this Day	212	6	–
Lost my Pocket Book, containing Bank Notes to the Amount of £35 „ 10 „			
Paid Charges for Advertising 1 „ 10 „	37	–	–
28			
Paid Charges on Goods shipped ℔ the Hopewell for Hamburgh	9	5	4
31			
Paid for House Expenses this Month	18	12	6
Paid Charges ℔ Expense-Book this Month	2	15	1

DAY-BOOK B.

DVA-BOOK B'

DAY-BOOK B.

LONDON, 4th JANUARY, 1825.

(1)

	£	s.	d.
Sold *John Howie & Co.* 75 bundles *Water Twist*, at 3 months - - - - - - - - -	116	12	6
11			
Sold *Sheldon & Sons*, 3 Casks *Spanish Madder*, at 3 months - - - - - - - -	117	5	2
18			
Received from *Richard Conder*, ℔ the Frances, from New York, 65 casks Pot, and 45 casks Pearl *Ashes*, agreeable to my order, amounting ℔ invoice to 1713 dollars 9 cents. @ 4/6 ℔ dollar - - - - - - - - - - - - -	385	8	11
4th FEBRUARY			
The *Jessie* is arrived from Rotterdam, and has brought me 8 casks *Madder*, from *Spencer & Croft*, ℔ my order, as ℔ invoice - - - - - - - - - - - - - - - -	272	8	3
11			
Sold *William Fenton*, 48 bundles *Water Twist*, 5 ℔ cent. discount for cash -	77	3	6
12			
Sold *Thomas Allwood*, 56 bundles *Water Twist* - - - - - - - £. 86 6 6 4 casks *Dutch Madder* - - - - - - - - 153 19 9	240	6	3
14			
Bought of *Samuel Johnson*, 618 bundles *Water Twist*, as ℔ bill of parcels - - -	877	12	//
18			
Received from *Robert Runcorn & Co.* Manchester, 440 lbs. *India Twist*—5 ℔ cent. discount, for bill at 2 months from 18th Prox°. amount ℔ invoice - - - - - -	452	8	//

	£	s.	d.
Sold *Sheldon & Sons,* 5 casks *Spanish Madder,* at 4 months - - £205 19 8 13 ditto *Pot-ashes,* at 2 ditto - - - - - - 61 15 6	267	15	2
22			
Norris & Bell's bill, No. 159, due this day not being paid, I have protested, the same - - - - - - - - - - - - £145 11 8 *Expenses of protest* - - - - - - - - - - - - // 10 //	146	1	8
23			
Bought of *James Fielding & Co.* 20 bales of *West-India,* and 3 ditto of *Georgia Cotton-wool,* as ℔ B. P. - - -	684	10	10
25			
Bought of *Samuel Johnson,* 400 bundles *Water Twist,* as ℔ B. P. - - - - - -	575	7	6
26			
The *Discount* allowed by *James Fielding & Co.* on their account, paid this day, is - - - - - - - - - -	14	//	6
27			
Sold *Edward Weston,* Manchester, 20 casks *Pearl-ashes,* at three months - - - - - -	112	1	//
5th MARCH.			
The *Discount* allowed to *William Fenton* on my account received this day, is - - - - - - - - - - - - -	3	17	6
14			
Paid to *James Fielding & Co.* bill, No. 170, on *Sheldon & Sons,* due June 17, on account - - - - - - - - - -	267	15	2
18			
Sold *Goodwin & Blake,* Bristol, 171 bundles *Water Twist,* at 3 months - - - - -	282	11	6
Sold *Sheldon & Sons,* 2 casks *Spanish,* and 4 ditto. *Dutch Madders,* to pay in 2 months - - -	241	3	//

	£	s.	d.
Discount allowed by *Robert Runcorn & Co.* on their account, settled by bill this day, is - - - - - - - - - -	22	12	//
26			
Sold *Robert Runcorn & Co.* Manchester, 14 bales *Pernam°*, and 3 ditto *Georgia Cotton wool*, at 3 months - - - -	428	9	2
28			
Shipped on board the Hopewell, Rankine, for Hamburgh, for account of *Richard Conder*, New York, and consigned by his order to Murray & M'Nab, of Hamburgh, 10 bales *Water Twist*, containing 580 bundles £887 12 6 *Charges* paid at shipping - - - - - - - - 9 5 4 Insured with *Evans & Bayley* on £925 Premium at 2 Guin. ℔ cent. policy 55*s.* - 22 3 6 *Commission* on ditto at ½ ℔ cent. - - - - - 4 12 6	923	13	10
31			
Due *James Penman*, my clerk, For 3 months salary, due this day - - - - - - -	17	10	//

BILL-BOOK B.

BILLS

Page Jour.	*No.*	*When Received.*		*From whom Received.*	*By whom Drawn.*	*On whom Drawn.*	*To whom Payable.*
		1825.					
2	164	Jan.	11	* John Howie & Co.	A. B.	Themselves	A. B.
2	165		22	Thomas Allwood	A. B.	Himself	A. B.

BILLS

Page Jour.	*No.*	*When Received.*		*From whom Received.*	*By whom Drawn.*	*On whom Drawn.*	*To whom Payable.*
4	166	Feb.	10	Sheldon & Sons	A. B.	Themselves	A. B.
4	167		12	Thomas Allwood	himself	J. Burry	T. Allwood
4	168		16	J. Howie & Co.	A. B.	Themselves	A. B.

BILLS

Page Jour.	*No.*	*When Received.*		*From whom Received.*	*By whom Drawn.*	*On whom Drawn.*	*To whom Payable.*
6	169	Mar.	1	Edward Weston	himself	C. Dwyer	A. B.
6	170		14	Sheldon & Sons	A. B.	Themselves	J. Fielding & Co.
6	171		24	Richard Conder	himself	Geo. Kay	A. B.

* For the Form of this Bill, see *Introduction* intitled, *Inland Bills II.* The Learner, by comparing the Tenor of it with the Entries in the several Columns in the above Bill-Book, will easily understand how such Drafts are recorded.

RECEIVABLE.

Place.	*Date.*	*Term.*	*Payable in*	*Due.*	*Sum.*			*When*		*& how disposed of.*
London	Jan. 7	2 mons.	London	Mar. 10	110	4	//	Feb.	16	{ Discounted with Lefevre & Co.
London	Jan. 5	3 mons.	London	April 8	145	10	//	Mar.	22	Ditto.
					255	14	//			

RECEIVABLE.

Place.	*Date.*	*Term.*	*Payable in*	*Due.*	*Sum.*			*When*		*& how disposed of.*
London	Feb. 9	3 mons.	London	May 12	117	5	2			
London	Jan. 25	1 mon.	London	Feb. 28	135	10	//			
London	Feb. 16	3 mons.	London	May 19	116	12	6			
					369	7	8			

RECEIVABLE.

Place.	*Date.*	*Term.*	*Payable in*	*Due.*	*Sum.*			*When*		*& how disposed of.*
Manchester	Mar. 5	3 mons.	London	June 8	112	1	//	Mar.	14	Indorsed to J. Fielding & Co.
London	Mar. 14	3 mons.	London	June 17	267	15	2			
N. York	Feb. 20	{ 30 Days' sight.	London	Apr. 26	400	//	//			
					779	16	2			

BILLS

Page Jour.	*No.*	*When Accepted.*		*By whom Drawn.*	*To whom Payable.*	*Place.*	*Date.*
		1825.					
2	75	Jan.	6	*Edward Weston	William Jones	Manchester	Jan. 3
2	76		14	J. Fielding & Co.	J.Fielding&Co.	London	Jan. 11

BILLS

Page Jour.	*No.*	*When Accepted.*		*By whom Drawn.*	*To whom Payable.*	*Place.*	*Date.*
4	77	Feb.	12	Spencer & Croft	Kemp & Gale	Rotterdam	Jan. 23
4	78		27	Richard Conder	John Hill	New York	Jan. 26

BILLS

Page Jour.	*No.*	*When Accepted.*		*By whom Drawn.*	*To whom Payable.*	*Place.*	*Date.*
6	79	March	16	Samuel Johnston	Burke & Moore	London	Mar. 1
6	80			Ditto	Thomas Austin	London	Mar. 14
6	81		18	R. Runcorn & Co.	Thomas Adair	Manchester	Mar. 18

* For the form of this Bill (A. B. or your acceptance to Edward Weston,) see Introduction, entitled, *Inland Bills II.* The Learner, by comparing the above *Entry* with the Bill itself, will be at no loss to understand it.

PAYABLE.

Term.	*Payable in*	*Due.*	*Sum.*			*When*		*and to whom Paid.*
31 days	London	Feb. 6	370	1	//	Feb.	6	William Jones
3 months	London	April 17	156	7	8	Mar.	17	Charles Wells
			526	8	8			

PAYABLE.

Term.	*Payable in*	*Due.*	*Sum.*			*When*		*and to whom Paid.*
60 days' sight	London	April 16	272	8	3			
50 days' sight	London	April 21	150	//	//			
			422	8	3			

PAYABLE.

Term.	*Payable in*	*Due.*	*Sum.*			*When*		*and to whom Paid.*
3 months	London	June 4	203	6	6			
3 months	London	June 17	300	16	//			
2 months	London	May 21	429	10	//			
			933	18	6			

END OF BILL-BOOK.

CASH-BOOK B.

Dr. CASH Received.

1825			£	s.	d.
Jan.	1	To *Balance*, in hand - - - - - - - - - - - -	1032	10	2
	6	To Bills Receivable, received payt. of No. 157, H. Gay & Co.	289	10	//
	12	To Bills Receivable, discounted No. 163, Ord & Davis, 22 Mar.	212	6	//
	18	To William Fenton, received of him in full - - - -	117	10	//
		Entered Journal, p. 2.	1651	16	2

Dr. CASH Received.

			£	s.	d.
Feb.	1	To *Balance*, from last month - - - - - - - - -	1211	16	3
	12	To Thomas Allwood, received of him in part - - -	50	//	//
	16	To Bills Receivable, discounted No. 164, J. Howie & Co. 10 Mar	110	4	//
	23	To Stock - - received a Legacy of - - - - - -	500	//	//
	27	To House at Windsor, received for rent - - - - -	50	//	//
	28	To Bills Receivable, received payment of No. 167, J. Burry	135	10	//
		Entered Journal, p. 4.	2057	10	3

Dr. CASH Received.

			£	s.	d.
Mar.	1	To *Balance*, from last month - - - - - - - - -	1245	16	2
	3	To Cotton Yarn, received for 66lbs. Mule twist - - -	21	9	6
	5	To William Fenton, received of him in full - - - -	73	6	//
	10	To Thomas Allwood, received of him in full - - -	54	16	3
	17	To Interest, for discount on bill No. 76, paid - - -	//	13	3
	22	To Bills Receivable, discounted No. 165, T. Allwood, 8 Apr.	145	10	//
		Entered Journal, p. 6.	1541	11	2

CASH Paid. Cr.

1825			£	s.	d.
Jan.	5	By Cotton Yarn, paid for 399lbs. Mule Twist - - -	124	10	//
	8	By House at Windsor, paid for Repairs - - - - -	21	14	//
	12	By Interest, for discount on bill No. 163. - - - -	2	//	8
	16	By Counting-house Furniture, paid for a desk - - -	6	6	//
	26	By Bills Payable, paid No. 68, J. Horsley - - - -	178	4	6
	27	By Ashes, paid Charges on 110 casks, ℔ Frances - -	81	4	10
	31	By House Expenses, paid this month - - - - - -	21	//	//
	//	By Charges, paid as ℔ Expense Book this month - -	4	19	11
	//	By *Balance*, carried to next month - - - - - -	1211	16	3
		Entered Journal, p. 2.	1651	16	2

CASH Paid. Cr.

			£	s.	d.
Feb.	6	By Bills Payable, paid No. 75, E. Weston - - - -	370	1	//
	8	By Evans & Bayley, paid them in full - - - - -	8	4	//
	16	By Interest, for discount on bill No. 164. - - - -	//	6	11
	26	By James Fielding & Co. paid them to 1st January -	266	9	6
	//	By Madder, paid Charges on 8 casks, ℔ Jessie - - -	31	3	8
	27	By Bills Payable, paid No. 65, J. Fielding & Co. - -	112	15	//
	28	By House Expenses, paid this month - - - - - -	20	//	//
	//	By Charges, paid as ℔ Expense Book this month - -	2	14	//
	//	By *Balance*, to next month - - - - - - - - -	1245	16	2
		Entered Journal, p. 4.	2057	10	3

CASH Paid. Cr.

			£	s.	d.
Mar.	6	By James Penman, paid him 3 months' salary - - -	17	10	//
	17	By Bills Payable, paid No. 76, J. Fielding & Co. - -	156	7	8
	22	By Interest, for discount on bill No. 165, - - - -	//	6	9
	//	By Ord & Davis, paid their bill - - - - - - -	212	6	//
	26	By Profit and Loss, lost with expenses - - - - -	37	//	//
	28	By Charges paid on Goods ℔ Hopewell, for Hamburgh	9	5	4
	31	By House expenses, paid this month - - - - - -	18	12	6
	//	By Charges, paid as ℔ Expense Book this month - -	2	15	1
	//	By *Balance*, to next month - - - - - - - - -	1087	7	10
		Entered Journal, p. 6.	1541	11	2

CASH. 1861. Cr.

		£	s.	d.

CASH. 1861. Cr.

		£	s.	d.

CASH. 1861. Cr.

		£	s.	d.

JOURNAL B.

JOURNAL B.

JOURNAL (B).

LONDON, 1st JANUARY, 1825

			£	s.	d.
1	1	SUNDRIES *Drs. to Stock*,			
		For the following Balances in my favour.			
	1	Cash - - - - for balance in hand - - - - -	1032	10	2
	1	BILLS RECEIVABLE for the following bills in hand, viz.			
		No. 157, Henry Gay & Co. due 6th Jan £289 10 //			
		159, Norris & Bell - 22d Feb. - - 145 11 8			
		163, Ord & Davis - 22d March - 212 6 //			
			647	7	8
	2	Madder - - - for 10 casks Spanish - - - - -	354	9	4
	2	Cotton Wool - for 14 bales Pernam°. - - - - -	254	7	3
	2	Cotton Yarn - for 220 bundles Water Twist - -	293	10	6
	2	House at Windsor, value - - - - - - - - -	820	//	//
	3	Counting-house Furniture, ℔ Inventory - - - -	72	11	6
	3	John Howie & Co. - - London - - - - - -	110	4	//
	3	Thomas Allwood - - Ditto - - - - - - -	145	10	//
	3	William Fenton - - - Ditto - - - - - - -	117	10	//
	4	Richard Conder - - - New York - - - - -	237	12	4
			4085	12	9
		STOCK *Dr. to Sundries.*			
		For the following Balances against me.			
	4	To James Fielding & Co. - - London - - - - -	436	17	8
	4	To Evans & Bayley - - - Ditto - - - - -	8	4	//
	4	To Edward Weston - - - Manchester - - -	370	1	//
	1	To BILLS PAYABLE, - for the following bills unpaid, viz.			
		No. 68, Jos. Horsley - due 26th Jan. - £178 4 6			
		65, J. Fielding & Co. - 27th Feb. - - 112 15 //	290	19	6
			1106	2	2

			£	s.	d.
4	3	John Howie & Co. *Dr. to Cotton Yarn,*			
	2	For 75 bundles Water Twist, at 3 months - - - -	116	12	6
11	5	Sheldon & Sons *Dr. to Madder,*			
	2	For 3 casks Spanish, sold them, at 3 months - - -	117	5	2
18	5	Ashes *Dr. to Richard Conder,*			
	4	For 65 casks Pot, and 45 casks Pearl, ℔ the Frances, from New York, ℔ invoice - - - - - - - - -	385	8	11
	1	BILLS RECEIVABLE *Dr. to Sundries,*			
		For Bills received this month, ℔ B. B.			
11	3	To John Howie & Co. - - No. 164, due March 10 -	110	4	//
22	3	To Thomas Allwood, - - - 165, - - April 8 -	145	10	//
			255	14	//
	1	SUNDRIES *Drs. to Bills Payable.*			
		For Bills accepted this month, ℔ B. B.			
6	4	Edward Weston, - - - No. 75, due Feb. 6 - - -	370	1	//
14	4	James Fielding & Co. - - - 76, - - April 17 - -	156	7	8
			526	8	8
	1	CASH *Dr. to Sundries.*			
		For Sums received this month, ℔ C. B.			
6	1	To Bills Receivable, - - for No. 157 - - - - - -	289	10	//
12	1	To Bills Receivable, - - - - 163 - - - - - -	212	6	//
18	3	To William Fenton - - received of him in full - -	117	10	//
			619	6	//
	1	SUNDRIES *Drs. to Cash,*			
		For Sums paid this month, ℔ C. B.			
5	2	Cotton Yarn, paid for 399 lbs. Mule Twist, - - -	124	10	//
8	2	House at Windsor - - for repairs - - - - - - -	21	14	//
12	5	Interest - - for discount on a bill - - - - - - -	2	//	8
16	3	Counting-house Furniture - - for a Desk - - - -	6	6	//
26	1	Bills Payable - - paid No. 68. - - - - - - - -	178	4	6
27	5	Ashes - - - - - paid charges on 110 Casks - - - -	81	4	10
31	5	House Expenses - - this month - - - - - - - -	21	//	//
//	6	Charges - - - - - - this month - - - - - - - -	4	19	11
			439	19	11

			£	s.	d.
4	2/6	Madder *Dr. to Spencer & Croft,* For amount of 8 casks ℔ the Jesse, from Rotterdam, as ℔ invoice	272	8	3
11	3/2	William Fenton *Dr. to Cotton Yarn,* For 48 bundles Water Twist, sold him	77	3	6
12	3/2	Thomas Allwood *Dr. to Sundries,* To Cotton Yarn, 56 bundles Water Twist - £ 86 6 6 To Madder, 4 casks Dutch - - - - - 153 19 9	240	6	3
14	2/6	Cotton Yarn *Dr. to Samuel Johnson,* For 618 bundles Water Twist, ℔ B. P.	877	12	//
18	2/6	Cotton Yarn *Dr. to Robert Runcorn & Co.* For amount of 4401bs. India Twist, ℔ invoice	452	8	//
20	5/2 5	Sheldon & Sons *Dr. to Sundries.* To Madder, for 5 casks Spanish, - - - £205 19 8 To Ashes, - - 13 ditto pot, - - - - - 61 15 6	267	15	2
22	7/1 6	Norris & Bell *Dr. to Sundries.* To Bills Receivable, for No. 159, not paid - £145 11 8 To Charges, - - for protest - - - - // 10 //	146	1	8
23	2/4	Cotton Wool *Dr. to James Fielding & Co.* For 20 bales West-India, and 3 bales of Georgia, as ℔ B. P.	684	10	10
25	2/6	Cotton Yarn *Dr. to Samuel Johnson,* For 400 bundles Water Twist, as ℔ B. P.	575	7	6
26	4/5	James Fielding & Co. *Dr. to Interest,* For discount allowed by them on account	14	//	6
27	4/5	Edward Weston *Dr. to Ashes,* For 20 casks Pearl sold him	112	1	//

			£	s.	d.
	1	BILLS RECEIVABLE *Dr. to Sundries,*			
		For Bills received this month, ☞ B. B.			
10	5	To Sheldon & Sons - - - No. 166, due May 12 -	117	5	2
12	3	To Thomas Allwood, - - - 167, - - Feb. 28 -	135	10	//
16	3	To John Howie & Co. - - - 168, - - May 19 -	116	12	6
			369	7	8
	1	SUNDRIES *Drs. to Bills Payable.*			
		For Bills accepted this month, ☞ B. B.			
12	6	Spencer & Croft - - - No. 77, due April 15 - -	272	8	3
27	4	Richard Conder - - - - 78, - - - 20 - -	150	//	//
			422	8	3
	1	CASH *Dr. to Sundries.*			
		For Sums received this month, ☞ C. B.			
12	3	To Thomas Allwood, received in part - - - - -	50	//	//
16	1	To Bills Receivable, - - No. 164 - - - - - -	110	4	//
23	1	To Stock - - received a Legacy of - - - - - -	500	//	//
27	2	To House at Windsor - - for rent - - - - - -	50	//	//
28	1	To Bills Receivable, - - No. 167 - - - - - -	135	10	//
			845	14	//
	1	SUNDRIES *Drs. to Cash.*			
		For Sums paid this month, ☞ C. B.			
6	1	Bills Payable - - - No. 75. - - - - - - - -	370	1	//
8	4	Evans and Bayley - paid in full - - - - - -	8	4	//
16	5	Interest - - - - for discount on a bill - - -	//	6	11
26	4	James Fielding & Co. paid them - - - - - - -	266	9	6
//	2	Madder - - - - - paid charges on 8 Casks - -	31	3	8
27	1	Bills Payable - - - No. 65 - - - - - - - -	112	15	//
28	5	House Expenses - paid this month - - - - -	20	//	//
//	6	Charges - - - - - paid this month - - - - -	2	14	//
			811	14	1

			£	s.	d.
5	5	Interest *Dr. to William Fenton,*			
	3	For discount on his account received this day - - -	3	17	6
14	4	James Fielding & Co. *Dr. to Bills Receivable,*			
	1	For No. 170, on Sheldon & Sons, due June 17, Paid them on account - - - - - - - - - -	267	15	2
18	7	Goodwin & Blake *Dr. to Cotton Yarn,*			
	2	For 171 bundles Water Twist sold them - - - - -	282	11	6
18	5	Sheldon and Sons *Dr. to Madder,*			
	2	For 2 casks Spanish, and 4 casks Dutch, to pay in 2 months - - - - - -	241	3	//
18	6	Robert Runcorn & Co. *Dr. to Interest,*			
	5	For discount allowed by them on account - - - -	22	12	//
26	6	Robert Runcorn & Co. *Dr. to Cotton Wool,*			
	2	For 14 bales Pernam°. and 3 bales Georgia, at 3 months - - - - - - -	428	9	2
28	4	RICHARD CONDER, *Dr. to Sundries,*			
	—	For amount of Goods shipped ℔ the Hopewell, Rankine, for Hamburgh, on his account and risk, consigned to Murray & M'Nab.			
	2	To Cotton Yarn, for 580 bundles Water - £887 12 6			
	6	To Charges - - - at shipping - - - - - 9 5 4			
	4	To Evans & Bayley, for premium on £925 Insured at 2 Guineas ℔ cent. and policy } 22 3 6			
	8	To Commission for ½ ℔ cent. - - - - - - 4 12 6			
			923	13	10
31	6	Charges *Dr. to James Penman,*			
	7	For 3 months salary due him this day - - - - -	17	10	//

			£	s.	d.
	1	BILLS RECEIVABLE *Dr. to Sundries,*			
		For Bills received this month, ℔ B. B.			
8	4	To Edward Weston - - - No. 169, due June 8 -	112	1	//
14	5	To Sheldon & Sons - - - - 170, - - - 17 -	267	15	2
24	4	To Richard Conder - - - - 171, - April 26 -	400	//	//
			779	16	2
	1	SUNDRIES *Drs. to Bills Payable.*			
		For Bills accepted this month, ℔ B. B.			
16	6	Samuel Johnson - - No. 79, due June 4 £203 6 6			
//	-	- - - - - - - - - 80, - - - 17 - 300 16 //			
			504	2	6
18	6	R. Runcorn & Co. - - - 81, - - May 1 - - - -	429	16	//
			933	18	6
	1	CASH *Dr. to Sundries.*			
		For Sums received this month, ℔ C. B.			
3	2	To Cotton Yarn - - received for 66lbs. Mule Twist	21	9	6
5	3	To William Fenton - received in full - - - - -	73	6	//
10	3	To Thomas Allwood, received in full - - - - -	54	16	3
17	5	To Interest - - - for discount on bill paid - -	//	13	3
22	1	To Bills Receivable, No. 165 - - - - - - -	145	10	//
			295	15	//
	1	SUNDRIES *Drs. to Cash.*			
		For Sums paid this month, ℔ C. B.			
6	7	James Penman - - - paid him salary - - - -	17	10	//
17	1	Bills Payable - - - paid No. 76. - - - - -	156	7	8
22	5	Interest - - - - - for discount on bill - - -	//	6	9
//	7	Ord & Davis - - - - paid their bill - - - - -	212	6	//
26	8	Profit and Loss - - - lost with expenses - - -	37	//	//
28	6	Charges - - - - - paid ℔ Hopewell - - - -	9	5	4
31	5	House Expenses - - paid this month - - - -	18	12	6
//	6	Charges - - - - - paid this month - - - -	2	15	1
			454	3	4

LEDGER B.

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Dr. STOCK.

1825				£	s.	d.
Jan.	1	To Sundries	1	1106	2	2
Mar.	31	To *Balance*, for net Estate	8	3658	2	1
				4764	4	3

Dr. CASH.

Jan.	1	To Stock	1	1032	10	2
	31	To Sundries this month	2	619	6	//
Feb.	28	To Ditto do.	4	845	14	//
Mar.	31	To Ditto do.	6	295	15	//
				2793	5	2

Dr. BILLS RECEIVABLE.

Jan.	1	To Stock for Nos. 157, 159, 163,	1	647	7	8
	31	To Sundries 164, 165,	2	255	14	//
Feb.	28	To Ditto 166, 167, 168,	4	369	7	8
Mar.	31	To Ditto 169, 170, 171,	6	779	16	2
				2052	5	6

Dr. BILLS PAYABLE.

Jan.	26	To Cash No. 68	2	178	4	6
Feb.	6	To Ditto 75	4	370	1	//
	27	To Ditto 65	4	112	15	//
Mar.	17	To Ditto 76	6	156	7	8
	31	To *Balance*, for Nos. 77, 78, 79, 80, 81, *unpaid.*	8	1356	6	9
				2173	14	11

CONTRA. Cr.

1825				£	s.	d.
Jan.	1	By Sundries	1	4085	12	9
Feb.	23	By Cash, received a Legacy of	4	500	//	//
Mar.	31	By *Profit and Loss*, for net gain	8	178	11	6
				4764	4	3

CONTRA. Cr.

Jan.	31	By Sundries this month	2	439	19	11
Feb.	28	By Ditto do.	4	811	14	1
Mar.	31	By Ditto do.	6	454	3	4
		By *Balance*, in hand	8	1087	7	10
				2793	5	2

CONTRA. Cr.

Jan.	6	By Cash No. 157	2	289	10	//
	12	By Ditto 163	2	212	6	//
Feb.	22	By Norris & Bell 159	3	145	11	8
	26	By Cash 164	4	110	4	//
	28	By Ditto 167	4	135	10	//
Mar.	14	By James Fielding & Co. 170	5	267	15	2
	22	By Cash 165	6	145	10	//
	31	By *Balance*, for No. 166, 168, 169, 171, in hand	8	745	18	8
				2052	5	6

CONTRA. Cr.

Jan.	1	By Stock for No. 65, 68	1	290	19	6
	31	By Sundries 75, 76	2	526	8	8
Feb.	28	By Ditto 77, 78	4	422	8	3
Mar.	31	By Ditto 79, 80, 81	6	933	18	6
				2173	14	11

Dr. MADDER.

1825			Dutch Casks.	Spanish Casks.		£	s.	d.
Jan.	1	To Stock - - for - - - - - - - -	- -	10	1	354	9	4
Feb.	4	To Spencer & Croft - - - - - - - -	8	- -	3	272	8	3
	26	To Cash - paid Charges - - - - - -	- -	- -	4	31	3	8
Mar.	31	To *Profit and Loss,* gained - - - -	- -	- -	8	60	6	4
			8	10		718	7	7

Dr. COTTON WOOL.

			Bales of Georgia.	Bales of W. India	Bales of Permo.				
Jan.	1	To Stock - - for - - - - - - -	- -	- -	14	1	254	7	3
Feb.	23	To James Fielding & Co. - - -	3	20	- -	3	684	10	10
Mar.	31	To *Profit and Loss,* gained - - -	- -	- -	- -	8	23	7	3
			3	20	14		962	5	4

Dr. COTTON YARN.

			Libs. India.	Libs. Mule.	Bundles Water.				
Jan.	1	To Stock - - for - - - - - -	- -	- -	220	1	293	10	6
	5	To Cash - - for - - - - - -	- -	399	- -	2	124	10	//
Feb.	14	To Samuel Johnson - - - - - -	- -	- -	618	3	877	12	//
	18	To Robert Runcorn & Co. - - -	440	- -	- -	3	452	8	//
	25	To Samuel Johnson - - - - - -	- -	- -	400	3	575	7	6
Mar.	31	To *Profit and Loss,* gained - - -	- -	- -	- -	8	135	18	//
			440	399	1238		2459	6	//

Dr. HOUSE AT WINDSOR.

Jan.	1	To Stock - - - - - - - - - - - - - - - -	1	820	//	//
	8	To Cash, paid for repairs - - - - - - - - -	2	21	14	//
Mar.	31	To *Profit and Loss* - - - - - - - - - - -	8	50	//	//
				891	14	//

CONTRA. Cr.

1825			Dutch Casks.	Spanish Casks.		£	s.	d.
Jan.	11	By Sheldon & Sons	- -	3	2	117	5	2
Feb.	12	By Thomas Allwood	4	- -	3	153	19	9
	20	By Sheldon & Sons	- -	5	3	205	19	8
Mar.	18	By Ditto	4	2	5	241	3	//
			8	10		718	7	7

CONTRA. Cr.

			Bales of Georgia.	Bales of W. India	Bales of Permo.		£	s.	d.
Mar.	26	By Robert Runcorn & Co.	3	- -	14	5	428	9	2
	31	By *Balance*, on hand	- -	20	- -	8	533	16	2
			3	20	14		962	5	4

CONTRA. Cr.

			Libs. India.	Libs. Mule.	Bundles Water.		£	s.	d.
Jan.	4	By John Howie & Co.	- -	- -	75	1	116	12	6
Feb.	11	By William Fenton	- -	- -	48	3	77	3	6
	12	By Thomas Allwood	- -	- -	56	3	86	6	6
	18	By Goodwin & Blake	- -	- -	171	5	282	11	6
	28	By Richard Conder	- -	- -	580	5	887	12	6
	3	By Cash, for	- -	66	- -	6	21	9	6
Mar.	31	By *Balance*, on hand	440	333	308	8	987	10	//
			440	399	1238		2459	6	//

CONTRA. Cr.

				£	s.	d.
Feb.	27	By Cash, received for rent	4	50	//	//
Mar.	31	By *Balance*	8	841	14	//
				891	14	//

Dr. COUNTING-HOUSE FURNITURE.

1825				£	s.	d.
Jan.	1	To Stock	1	72	11	6
	16	To Cash - - paid for a desk	2	6	6	//
				78	17	6

Dr. JOHN HOWIE & Co. London.

Jan.	1	To Stock	1	110	4	//
	4	To Cotton Yarn	1	116	12	6
				226	16	6

Dr. THOMAS ALLWOOD, London.

Jan.	1	To Stock	1	145	10	//
Feb.	12	To Sundries	3	240	6	3
				385	16	3

Dr. WILLIAM FENTON, London.

Jan.	1	To Stock	1	117	10	//
Feb.	11	To Cotton Yarn	3	77	3	6
				194	13	6

CONTRA. Cr.

1825				£	s.	d.
Mar.	31	By *Balance* - - - - - - - - - - - - - - -	8	78	17	6

CONTRA. Cr.

Jan.	11	By Bills Receivable - - No. 164 - - - - - -	2	110	4	//
Feb.	16	By Bills Receivable - - - 168 - - - - - -	4	116	12	6
				226	16	6

CONTRA. Cr.

Jan.	22	By Bills Receivable - - No. 165 - - - - - -	2	145	10	//
	//	By Bills Receivable - - - 167 - - - - - -	4	135	10	//
Feb.	12	By Cash - - - - - - - - - - - - - - -	4	50	//	//
Mar.	10	By Cash - - - - - - - - - - - - - - -	6	54	16	3
				385	16	3

CONTRA. Cr.

Jan.	18	By Cash - - - - - - - - - - - - - - -	2	117	10	//
Feb.	5	By Cash - - - - - - - - - - - - - - -	6	73	6	//
	//	By Interest - - - - - - - - - - - - - -	5	3	17	6
				194	13	6

Dr. RICHARD CONDER, New York.

1825				£	s.	d.
Jan.	1	To Stock	1	237	12	4
Feb.	27	To Bills Payable - No. 78	4	150	"	"
Mar.	28	To Sundries	5	923	13	10
				1311	"	"

Dr. JAMES FIELDING & Co. London.

Jan.	14	To Bills Payable - No. 76	2	156	7	8
	"	To Interest	3	14	"	6
Feb.	26	To Cash	4	266	9	6
Mar.	14	To Bills Receivable - No. 170	5	267	15	2
	31	To *Balance*	8	416	15	8
				1121	8	6

Dr. EVANS & BAYLEY, London.

Feb.	8	By Cash	4	8	4	"
Mar.	31	To *Balance*	8	22	3	6
				30	7	6

Dr. EDWARD WESTON, Manchester.

Jan.	6	To Bills Payable - - No. 75	2	370	1	"
Feb.	27	To Ashes	3	112	1	"
				482	2	"

CONTRA. Cr.

1825				£	s.	d.
Jan.	18	By Ashes & Frances	2	285	8	11
Mar.	24	By Bills Receivable - - No. 171	6	400	//	//
	31	By *Balance*	8	525	17	3
				1311	6	2

CONTRA. Cr.

Jan.	1	By Stock	1	436	17	8
Feb.	23	By Cotton Wool	3	684	10	10
				1121	8	6

CONTRA. Cr.

Jan.	1	By Stock	1	8	4	//
Mar.	28	By Richard Conder	5	22	3	6
				30	7	6

CONTRA. Cr.

Jan.	1	By Stock	1	370	1	//
Mar.	8	By Bills Receivable - - No. 169	6	112	1	//
				482	2	//

Dr. SHELDON & SONS, London.

1825				£	s.	d.
Jan.	11	To Madder	2	117	5	2
Feb.	20	To Sundries	3	267	15	2
Mar.	18	To Madder	5	241	3	//
				626	3	4

Dr. ASHES.

			Casks Pearl.	Casks Pot.				
	18				2			
Jan.	27	To Richard Conder	45	65	2	385	8	11
		To Cash - - - paid Charges	- -	- -		81	4	10
			45	65		466	13	9

Dr. INTEREST.

Jan.	12	To Cash	4	2	//	8
Feb.	16	To Ditto	4	//	6	11
Mar.	5	To William Fenton	4	3	17	6
	22	To Cash	6	//	6	9
	31	To *Profit and Loss*	8	30	13	11
				37	5	9

Dr. HOUSE EXPENSES.

Jan.	31	To Cash	2	21	//	//
Feb.	28	To Ditto	4	20	//	//
Mar.	31	To Ditto	6	18	12	6
				59	12	6

CONTRA. Cr.

1825				£	s.	d.
Feb.	10	By Bills Receivable - - No. 166 - - - - - -	4	117	5	2
Mar.	14	By Ditto - - - - - - - 170 - - - - - -	6	267	15	2
	31	By *Balance* - - - - - - - - - - - - - - -	8	241	3	//
				626	3	4

CONTRA. Cr.

			Casks Pearl.	Casks Pot.				
Feb.	20	By Sheldon & Sons - - - - - - - -	- -	13	3	61	15	6
	27	By Edward Weston - - - - - - - -	20	- -	3	112	1	//
	31	By *Profit and Loss* - - - - - - - -	- -	- -	8	2	5	//
	//	By *Balance,* on hand - - - - - - -	25	52	8	290	12	3
			45	65		466	13	9

CONTRA. Cr.

				£	s.	d.
Feb.	26	By James Fielding & Co. - - - - - - - - -	3	14	//	6
Mar.	18	By Robert Runcorn & Co. - - - - - - - - -	5	22	12	//
	17	By Cash - - - - - - - - - - - - - - -	6	//	13	3
				37	5	9

CONTRA. Cr.

Mar.	31	By *Profit and Loss* - - - - - - - - - - - -	8	59	12	6

Dr. CHARGES.

1825				£	s.	d.
Jan.	31	To Cash	2	4	19	11
Feb.	28	To Ditto	4	2	14	"
Mar.	31	To James Penman	5	17	10	"
	28	To Cash	6	9	5	4
	31	To Ditto	6	2	15	1
				37	4	4

Dr. SPENCER & CROFT, Rotterdam.

Feb.	12	To Bills Payable - - No. 77	4	272	8	3

Dr. SAMUEL JOHNSON, London.

Mar.	16	To Bills Payable, No. 79, 80	6	504	2	6
	31	To *Balance*	8	948	17	"
				1452	19	6

Dr. ROBERT RUNCORN & Co. Manchester.

Mar.	18	To Interest	5	22	12	"
	"	To Bills Payable, No 81	6	429	16	"
	26	To Cotton Wool	5	428	9	2
				880	17	2

CONTRA. Cr.

1825				£	s.	d.
Feb.	22	By Norris & Bell	3	//	10	//
Mar.	28	By Richard Conder	5	9	5	4
	31	By *Profit and Loss*	8	27	9	//
				37	4	4

CONTRA. Cr.

Feb.	4	By Madder	3	272	8	3

CONTRA. Cr.

Feb.	14	By Cotton Yarn	3	877	12	//
	25	By Ditto	3	575	7	6
				1452	19	6

CONTRA. Cr.

Feb.	18	By Cotton Yarn	3	452	8	//
Mar.	31	By *Balance*	8	428	9	2
				880	17	2

Dr. NORRIS & BELL, London.

1825				£	s.	d.
Feb.	22	To Sundries - - - - - - - - - - - - - -	3	146	1	8

Dr. JAMES PENMAN my Clerk.

Mar.	6	To Cash - - paid him 3 months salary - - - -	5	17	10	//

Dr. GOODWIN & BLAKE, Bristol.

Mar.	18	To Cotton Yarn - - - - - - - - - - - -	5	282	11	6

Dr. ORD & DAVIS, London.

Mar.	22	To Cash - - paid their bill - - - - - - - -	6	212	6	//

CONTRA. Cr.

1825				£	s.	d.
Mar.	31	By *Balance* - - - - - - - - - - - - - - -	8	146	1	8

CONTRA. Cr.

Mar.	31	By Charges - - - - - - - - - - - - - - -	5	17	10	//

CONTRA. Cr.

Mar.	31	By *Balance* - - - - - - - - - - - - - - -	8	282	11	6

CONTRA. Cr.

Mar.	31	By *Balance* - - - - - - - - - - - - - - -	8	212	6	//

Dr. COMMISSION.

1825				£	s.	d.
Mar.	31	To *Profit and Loss* - - - - - - - - - - - -	5	4	12	6

Dr. PROFIT AND LOSS.

Mar.	26	To Cash - - - - - - - - - - - - - - - - fol.	6	37	//	//
	31	To Ashes - - - - - - - - - - - - - - - -	5	2	5	//
	//	To House Expenses - - - - - - - - - - - -	5	59	12	6
	//	To Charges - - - - - - - - - - - - - - -	6	27	9	//
	//	To *Stock* for net gain - - - - - - - - - -	1	178	11	6
				304	18	//

Dr. BALANCE.

Mar.	31	To Cash, for money in hand - - - - - - - - fol.	1	1087	7	10
	//	To Bills Receivable, for No. 166, 168, 169, and 171.	1	745	18	8
	//	To Cotton Wool, for 20 Bales on hand - - - - -	2	533	16	2
	//	To Cotton Yarn, for value on hand - - - - - -	2	987	10	//
	//	To House at Windsor - - - - - - - - - -	2	841	14	//
	//	To Counting-House Furniture - - - - - - - -	3	78	17	6
	//	To Richard Conder - - - - - - - - - - -	4	525	17	3
	//	To Sheldon & Sons - - - - - - - - - - -	5	241	3	//
	//	To Ashes, for 77 Casks on hand - - - - - - -	5	290	12	3
	//	To Robert Runcorn & Co. - - - - - - - - -	6	428	9	2
	//	To Norris & Bell - - - - - - - - - - -	7	146	1	8
	//	To Goodwin & Blake - - - - - - - - - -	7	282	11	6
		To Ord & Davis - - - - - - - - - - - -	7	212	6	//
		Amount of my Effects. - - - - - -		6402	5	//

CONTRA. Cr.

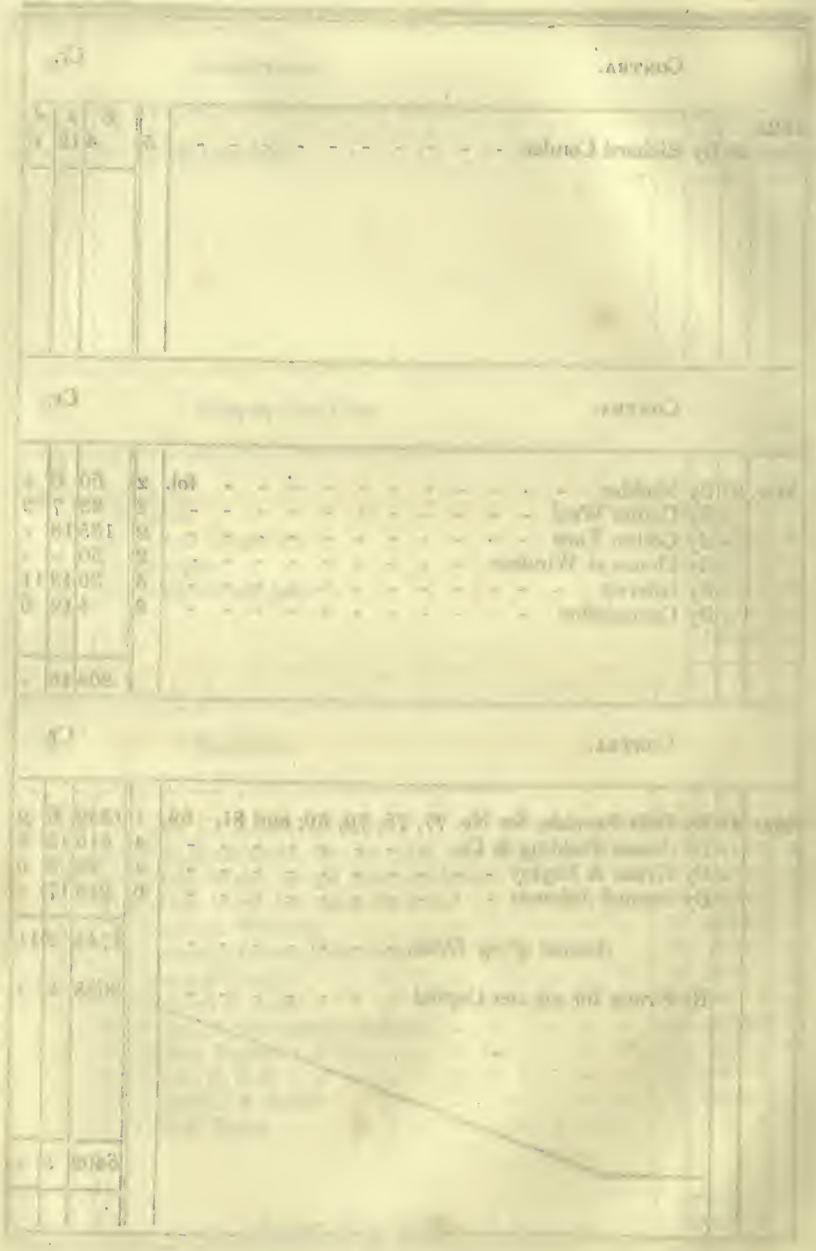
1825				£	s.	d.
Mar.	28	By Richard Conder - - - - - - - - - - - -	5	4	12	6

CONTRA. Cr.

Mar.	31	By Madder - - - - - - - - - - - - - fol.	2	60	6	4
	"	By Cotton Wool - - - - - - - - - - - -	2	23	7	3
	"	By Cotton Yarn - - - - - - - - - - - -	2	135	18	"
	"	By House at Windsor - - - - - - - - - -	2	50	"	"
	"	By Interest - - - - - - - - - - - - -	5	30	13	11
	"	By Commission - - - - - - - - - - - -	8	4	12	6
				304	18	"

CONTRA. Cr.

Mar.	31	By Bills Payable, for No. 77, 78, 79, 80, and 81, fol.	1	1356	6	9
	"	By James Fielding & Co. - - - - - - - - -	4	416	15	8
	"	By Evans & Bayley - - - - - - - - - -	4	22	3	6
	"	By Samuel Johnson - - - - - - - - - -	6	948	17	"
		Amount of my Debts. - - - - - - - -		2744	2	11
	"	By STOCK for my net Capital - - - - - - -		3658	2	1
				6402	5	"



SET C.

ON COMMISSION OR AGENCY TRADE;

Or, when a Person buys and sells on another's Account.

PRELIMINARY REMARKS

ON

THE SUBSIDIARY BOOKS FOR SET C.

CASH-BOOK.—In receiving and paying Money on *Discount*, the full sum or amount of the account is first entered; and then a second entry is made for the *discount* on the opposite side of the Cash-Book.

The incidental *Charges* on the Business is entered once a month; the amount of which is supposed to be taken from a *Petty-Cash-Book* kept for that purpose. The *Balance* of Cash on hand of the preceding month is carried to the following month.

BILL-BOOK.—In order to give the learner a distinct idea of the nature of the Bills received or accepted, and thereby to enable him easily to enter them into the Bill-Book, we have circumstantially narrated these in the Bill Transactions.

ACCOUNT-SALES-BOOK.—We have given two forms for drawing out an *Account of Sales*. The form, with the several charges, on the first or left-hand page, and the particulars of the sale on the opposite side, in the manner of Dr. and Cr., is best adapted for West-India produce.

DAY-BOOK.—In this Book we have entered the amount of the purchases, to avoid the necessity of keeping an *Invoice-Book inward*, or *Book of Purchases*, which is according to the practice of some Counting-houses.

To connect the Journal entries, we have also inserted a statement of the Shipments, and Sales on commission. This will greatly simplify the Journalizing to the Learner.

CASH-BOOK ENTRIES
FOR SET C.

	£	s.	d.
April 1st, 1825.			
Balance of Cash on hand from former Cash-Book	1087	7	10
8			
To Accommodate Thomas Allwood, I have retired his Bill No. 165, due this Day.....	145	10	–
11			
Paid Freight and other Charges on 40 Pieces Osnaburghs, received ℔ the Sally, from Montrose, to sell on Account of Collins & Greenhill	4	5	4
12			
Discounted at the Banker's T. Allwood's Bill, No. 172, due 11th July	147	7	6
The Discount is	1	16	3
13			
Paid Charges on Goods shipped ℔ the Anne for New York....	1	13	6
15			
Paid my Bill to Spencer & Croft, No. 77.....	272	8	3
"			
Received from Henry Watt on account of Rich. Conder.....	200	–	–
18			
Paid Charges on Goods ℔ the Isabella for Hamburgh.....	5	13	4
20			
Paid my Bill, No. 78, to Richard Conder.....	150	–	–
"			
Paid Freight and other Charges on 200 pieces Linen, received ℔ the Union, O'Hara, from Dublin, to sell on Account of James Forbes & Co.....	8	16	1
26			
Received Cash for Bill, No. 171, George Kay.....	400	–	–
30			
Paid for House Expenses this Month.....	23	11	9
Paid sundry Charges ℔ Petty Cash-Book this Month.....	3	13	1
May 2d.			
Paid Hume & Coleman	271	2	–
Discount allowed by him	3	15	4

	£	s.	d.
May 7th.			
Paid Charges on Goods shipped ℔ the Hibernia for Dublin	3	2	5
9			
Paid Freight and Charges on 450 pieces Muslins, received from Collins & Greenhill ℔ the Jean, from Montrose, to sell on their Account.....	5	5	9
10			
Paid my Bill, No. 82, to Samuel Johnson.....	300	10	–
"			
Paid Charges on Goods shipped ℔ the Triton for St. Kitts.....	8	3	6
12			
Received Cash for Bill No. 166, Sheldon & Sons.....	117	5	2
"			
Bought £1200 Stock in the Three ℔ Cents, @ 59⅛; Brokerage ⅛ ℔ cent.....	720	–	–
18			
Received from Sheldon & Sons in full of Madder.....	241	3	–
19			
Received payment of Bill No. 168, J. Howie & Co...	116	12	6
"			
Received Cash for Debentures ℔ Isabella.....	56	2	–
21			
Paid my Bill No. 81, to R. Runcorn & Co.....	429	16	–
22			
Paid Customs, Freight, and Charges on 40 Puncheons Rum (in Co.) ℔ Nancy from Liverpool.....	152	6	8
24			
Received payment of Bill No. 169, C. Dwyer.....	112	1	–
26			
Sold for Cash 50 Pieces Muslins, on account of Collins & Greenhill	70	–	–
30			
Paid for House Expences this Month.....	27	3	10
Paid for sundry Charges, ℔ Petty Cash-Book	4	–	2

	£	s.	d.
June 1st.			
Paid Hume & Coleman amount of Noble's Bill, returned for non-payment	130	15	–
4			
Received payment of Bill No. 177, R. Runcorn & Co.	428	9	2
"			
Paid my Bill No. 79, to S. Johnson	203	6	6
7			
Paid Duty, Freight, and Charges on 20 Bales Cotton, ℔ Fanny	80	–	5
8			
Received from Sheldon & Sons in full of Madder	115	10	–
Discount allowed him	4	10	–
13			
Paid my Bill No. 83, to J. Fielding & Co.	120	16	–
"			
Paid Rent of Warehouse for half a Year	25	–	–
15			
Received Cash for Debentures ℔ Hibernia	10	14	5
17			
Paid my Bill No. 80, to S. Johnson	300	16	–
18			
Sold £600 Stock, @ 61⅜ ℔ Cent.; Commission ⅛	367	10	–
22			
Paid additional Charges on Rum (in Co.) at delivery	4	5	10
25			
Received on account of E. Weston, Manchester, £650 which I have this day remitted him, with Moffat's Draft at *par*, after deducting my ½ ℔ Cent. Commission	3	9	–
28			
Received payment of Richard Conder's Bill No. 178	150	10	–
"			
Received a Dividend of 3/6 ℔ £ on £212 6 from the Estate of Ord & Dale	37	3	–
30			
Paid my Clerk's Salary for 3 months, due this day	33	6	8
"			
Paid for House Expenses this Month	20	14	–
Paid sundry Charges ℔ Petty Cash Book	5	11	9

BILL-BOOK ENTRIES
FOR SET C.

	£	s.	d
April 7th, 1825.			
Accepted Samuel Johnson's Draft in favor of Wise & Yates, this day, @ 1 mo, No. 82	300	10	
8			
Received Thomas Allwood's acceptance No. 172, in consequence of retiring his Bill, No. 165, including Interest	147	7	6
10			
Goodwin & Blake have given me their draft on Richard Noble, dated March 27th, @ 2 mo, No. 173	130	15	–
16			
James Fielding & Co. have drawn on me the following Bills which I have accepted, payable to:			
John Kay, April 10th, @ 2 mo, No. 83	120	16	–
Sam. Smith, " 12th, @ 3 mo, " 84	295	19	8
"			
Norris & Bell having been necessitated to suspend their payments, have offered to pay 20/ ℔ £, with interest, as follows: One instalment of 5/ ℔ £, and two of 7/6 each, which I have agreed to, and received the Bills, viz.			
Their Draft on, and accepted by E. Brown			
March 6th, @ 4 mo, No. 174	37	4	–
Ditto.....do. 6th, @ 6 mo, " 175	56	5	8
Ditto.....do. 6th, @ 9 mo, " 176	56	19	4
May 4th.			
Received from Robert Runcorn & Co, their Draft on H. Tooke, 1st inst, @ 1 mo, No. 177	428	9	2
8			
Accepted Sheldon & Sons' Draft on me in favor of Tim. Watts, @ 2 mo, No. 85.	458	9	–
9			
Samuel Johnson has drawn on me a Bill in favor of H. Blount, @ 50 da, No, 86	648	7	–
15			
Accepted two Bills on Account of Moss & Benson, to the following:			
David Young, May 10th, @ 2 mo, No. 87	400	–	–
Veize & Son, " 10th, @ 3 mo, " 88	227	9	–

	£	s.	d.
May 16th.			
Received from Richard Conder two Bills of Exchange, viz. J. Blake on Lees & Co., payable to M. Tindal @ 40 da. sight, No. 178	150	10	–
W. Forbes on J. Mills, payable to H. Bird @ 60 da. sight. No. 179	250	–	–
June 10th.			
James Forbes & Co. have drawn on me a Bill in favor of Patrick O'Brien, 6th inst, @ 3 mo, which I have accepted, No. 89	150	14	–
16			
Goodwin & Blake have remitted me their Draft on J. Smith, 3d inst, @ 1 mo, No. 180	283	1	–
17			
Accepted Collins & Greenhill's two Drafts in favor of R. Ritchie, June 12th, @ 3 mo, No. 90	220	–	–
J. Sheldon, " 12th, @ 3 mo, " 91	140	–	–
18			
Received from Holford, Rucker, & Co. a Bill drawn by Moses Reiss on Sol. Sheldon, payable to their order, June 2d, at Usance, No. 81	150	–	–
28			
Received from William Bancroft a Bill drawn by R. Hooly on Moses Parry, payable to Henry Shore, dated 3d May, @ 31 da. sight, No. 182	350	5	–

CASH-BOOK C.

Dr. CASH Received.

1825			£	s.	d.
Apr.	1	To Balance in hand	1087	7	10
	12	*To Bills Receivable,* No. 172, T. Allwood, due July 21.	147	7	6
	15	*To Richard Conder,* received of H. Watt	200	"	"
	26	*To Bills Receivable,* No. 171, G. Kay	400	"	"
		Entered Journal, p. 2.	1834	15	4

Dr. CASH Received.

			£	s.	d.
May	1	To Balance, from last month	1217	7	9
	2	*To Interest,* for discount allowed by Hume & Co.	3	15	4
	12	*To BillsReceivable,* No. 166, Sheldon & Sons	117	5	2
	18	*To Sheldon & Sons,* received in full of Madder	241	3	"
	19	*To Bills Receivable,* No. 168, J. Howie & Co.	116	12	6
	"	*To Debentures,* received drawback ℔ Isabella	56	2	"
	24	*To Bills Receivable,* No. 169, C Dwyer, due June 8	112	1	"
	26	*To Muslins on Commission,* received for 50 pieces ℔ Jean, sold this day	70	"	"
		Entered Journal, p. 4.	1934	6	9

Dr. CASH Received.

			£	s.	d.
June	1	To Balance, from last month	9	1	1
	4	*To Bills Receivable,* No. 177, R. Runcorn & Co.	428	9	2
	8	*To Sheldon & Sons,* received in full of Ashes	120	"	"
	15	*To Debentures,* received drawback ℔ Hibernia	10	14	5
	18	*To Funded Property,* sold £600 Stock, @ 61⅜ and ⅛	367	10	"
	25	*To Commission,* for ½ ℔ cent. on receiving and remitting £690 on account of E Weston	3	9	"
	28	*To Bills Receivable,* No. 178, Richard Conder	150	10	"
	"	*To Ord & Davis,* received a dividend of 3/6 ℔ £ on £212 6	37	3	"
		Entered Journal, p. 8.	1126	16	8

CASH Paid. Cr.

1825			£	s.	d.
Apr.	8	*By Thomas Allwood,* paid his bill for his accommodation	145	10	//
	11	*By goods on Commission,* paid on Osnaburgs, ℔ Sally from Montrose	4	5	4
	12	*By Interest,* for discount on bill No. 172.	1	16	3
	13	*By Charges,* ℔ Ann, for New York	1	13	6
	15	*By Bills Payable,* paid No. 77, Spencer & Croft	272	8	3
	18	*By Charges,* ℔ Isabella, for Hamburgh	5	13	4
	20	*By Bills Payable,* paid No. 78, R. Conder	150	//	//
	//	*By Goods on commiss^{n},* paid on Linen, ℔ Union, from Dublin	8	16	1
	30	*By House Expenses,* paid this month	23	11	9
	//	*By Charges,* paid ℔ Petty Cash-book	3	13	1
	//	By Balance, carried to next month	1217	7	9
		Entered Journal, p. 2.	1834	15	4

CASH Paid. Cr.

			£	s.	d.
May	2	*By Hume & Coleman,* paid balance of their account	274	17	4
	7	*By Charges,* ℔ Hibernia, for Dublin	3	2	5
	9	*By goods on Commiss^{n}* paid on Muslins, ℔ Jean, from Montrose	5	5	9
	10	*By Bills Payable,* paid No. 82, S. Johnson	300	10	//
	/	*By Charges,* ℔ Triton, for St. Kitt's	8	3	6
	12	*By Funded Property,* bought £1200 Stock, in the 3 ℔ cent. Consols, at 59⅞ ℔ cent.—Brokage ⅛ ℔ cent.	720	//	//
	21	*By Bills Payable,* paid No. 81, R. Runcorn & Co.	429	16	//
	22	*By Rum & Co.* paid Charges on 40 puncheons	152	6	8
	31	*By House Expenses,* paid this month	27	3	10
	//	*By Charges,* paid ℔ Petty Cash-book	4	//	2
	//	By Balance, to next month	9	1	1
		Entered Journal, p. 4.	1934	6	9

CASH Paid. Cr.

			£	s.	d.
June	1	*By Hume & Coleman,* paid them in lieu of Noble's Bill	130	15	//
	4	*By Bills Payable,* paid No. 79, S. Johnson	203	6	6
	7	*By Goods on Commission,* paid on Cotton, ℔ Fanny, from New York	80	//	5
	8	*By Interest,* for discount allowed Sheldon & Sons	4	10	//
	13	*By Bills Payable,* paid No. 83, J. Fielding & Co.	120	16	//
	//	*By Charges,* paid Warehouse rent	25	//	//
	17	*By Bills Payable,* paid No. 80, S. Johnson	300	16	//
	22	*By Rum & Co.* paid Charges at delivery	4	5	10
	//	*By House Expenses,* paid this month	20	14	//
	30	*By Profit & Loss,* paid Clerk's salary to this date	33	6	8
	//	*By Charges,* paid ℔ Petty Cash-book	5	11	9
	//	By Balance, in hand	197	14	6
		Entered Journal, p. 8.	1126	16	8

END OF CASH BOOK.

BILL-BOOK C.

BILLS

Page Jour.	No.	When Received.		On Account of	Drawn by	Upon	Payable to
		1825.					
2	172	April	8	Thomas Allwood	A. B.	Himself	A. B.
2	173		10	Goodwin & Blake	Themselves	R. Noble	A. B.
2	174		16	Norris & Bell	Ditto	E. Brown	Norris & Bell
2	175			Ditto.	Ditto	Ditto	Ditto
2	176			Ditto.	Ditto	Ditto	Ditto

BILLS

Page Jour.	No.	When Received.		On Account of	Drawn by	Upon	Payable to
4	177	May	4	R. Runcorn & Co.	Themselves	H. Tooke	A. B.
4	178		16	Richard Conder	J. Blake	Lees & Co.	M. Tindal
4	179			Ditto	W. Forbes	J. Mills	H. Bird

BILLS

Page Jour.	No.	When Received.		On Account of	Drawn by	Upon	Payable to
8	180	June	16	Goodwin & Blake	Themselves	JamesSmith	A. B.
8	181		18	HolfordRucker&Co.	Moses Reiss	S. Sheldon	Holford&Co.
8	182		28	W. Bancroft	Rd. Hooly	Moses Parry	Henry Shore

RECEIVABLE.

Place.	*Date.*	*Term.*	*Payable in*	*Due.*	*Sum.*			*Event.*
London	April 8	3 months	London	July 11	147	7	6	
Bristol	Mar. 27	2 months	London	May 30	130	15	//	returned under protest.
London	Mar. 6	4 months	London	July 9	37	4	//	
London	Mar. 6	6 months	London	Sept. 9	56	5	8	
London	Mar. 6	9 months	London	Dec. 9	56	19	4	
					428	11	6	

RECEIVABLE.

Place.	*Date.*	*Term.*	*Payable in*	*Due.*	*Sum.*			*Event.*
Manchester	May 1	1 month	London	June 4	428	9	2	received payment
New York	April 16	40 days' sight	London	June 28	150	10	//	ditto
Ditto.	Mar. 26	60 days' sight	London	July 18	250	//	//	
					828	19	2	

RECEIVABLE.

Place.	*Date.*	*Term.*	*Payable in*	*Due.*	*Sum.*			*Event.*
Bristol	June 3	1 month	London	July 6	283	1	//	
Hamburg	June 2	1 month	London	July 5	150	//	//	
St. Kitts.	May 3	31 days' sight	Liverpool	July 18	350	5	//	
					783	6	//	

BILLS

Page Jour.	*No.*	*When Accepted.*		*On Account of*	*Payable to*	*Place.*	*Date.*
		1825.					
2	82	April	7	Samuel Johnson	Wise & Yates	London	April 7
2	83		16	James Fielding & Co.	John Hay	London	Apr. 10
2	84			Ditto.	Sam. Smith	London	Apr. 12

BILLS

Page Jour.	*No.*	*When Accepted.*		*On Account of*	*Payable to*	*Place.*	*Date.*
4	85	May	8	Sheldon & Sons	Tim. Watts	London	May 8
4	86		10	Samuel Johnson	H. Blount	London	May 9
4	87		15	Moss & Benson	David Young	Liverpool	May 10
4	88			Ditto	Vieze & Son	Ditto.	May 10

BILLS

Page Jour.	*No.*	*When Accepted.*		*On Account of*	*Payable to*	*Place.*	*Date.*
8	89	June	10	James Forbes & Co.	P. O'Brien	Dublin	June 6
8	90		17	Collins & Greenhill	R. Ritchie	Montrose	June12
8	91			Ditto.	J. Sheldon	Ditto.	June12

PAYABLE.

Term.	*Payable in*	*Due.*	*Sum.*			*When*		*and to whom Paid.*
1 month	London	May 10	300	10	//	May	10	William Hadley
2 months	London	June 13	120	16	//	June	13	Edward Lee
3 months	London	July 15	295	19	8			
			717	5	8			

PAYABLE.

Term.	*Payable in*	*Due.*	*Sum.*			*When*	*and to whom Paid.*
2 months	London	July 11	458	9	//		
50 days	London	July 1	648	7	//		
2 months	Liverpool	July 13	400	//	//		
3 months	Ditto	Aug. 13	227	9	//		
			1734	5	//		

PAYABLE.

Term.	*Payable in*	*Due.*	*Sum.*			*When*	*and to whom Paid.*
3 months	London	Sept. 9	150	14	//		
3 months	London	Sept. 15	220	10	//		
3 months	London	Sept. 15	140	//	//		
			511	4	//		

END OF BILL-BOOK.

INVOICE-BOOK

AND

SALES-BOOK.

INVOICE *of printed Goods shipped on board the Ann, J. King, Master, for New York, by Order of Richard Conder, Merchant there, for his Account and Risk, and to him consigned.*

LONDON, *April 13th*, 1825.

			£	s.	d.
⅛ Cambric Check	48 pieces, 1344 yards, @ 1/11	£128 16 //			
No. 1,	Trunk, Sheet, and Packing -	1 1 6			
			129	17	6
⅛ Calico Check -	51 Ps. 1428 yards, @ 1/7 - -	£113 1 //			
2,	Trunk, Sheet, and Packing - - -	1 // //			
			114	1	//
¼ fine Calico, blue grd -	15 Ps. - 360 yds @ 1/11	£34 10 //			
—— Cambric Check -	6 —— 144 - - 2/3½	16 10 //			
⅛ Muslin, yellow grd -	20 —— 560 - - 1/5	39 13 4			
	41				
3,	Trunk, Sheet, and Packing -	// 18 6	91	11	10
R. C.			335	10	4
	CHARGES.				
Cartage, Wharfage, and Lighterage - - - - - -		£// 13 6			
Custom-house Entry and Fees - - - - - - - -		// 8 6			
Bills of Lading and Agency - - - - - - - -		// 11 6	1	13	6
Commission on £337 3 10 @ 2½ ℔ Cent. - - - - - -			8	8	7
Insurance on £370 @ 6 guineas ℔ Cent. policy 22/		24 8 2			
Commission on Ditto @ ½ ℔ Cent. - - - - - -		1 17 //	26	5	2
			371	17	7

Entered Journal, page 3.

INVOICE *of printed Goods shipped on board the Isabella, Brown, Master, for Hamburgh, for Account and Risk of Holford, Rucker & Co. Merchants there, and to them consigned, marked and numbered as ℔ Margin.*

LONDON, *April 18th*, 1825.

No.		£	s.	d.
1	13/16 Cambric bordered Handkfs. 20 ps. blue, 40 doz. 8			
	— Ditto - - - - Ditto - 45 — red, 92 1			
	— Ditto - - - - Ditto - 2 — black 4 2			
	No. 1, 67 pieces - 136 doz. 11 @ 21/	143	15	3
2	15/16 Muslins, blue grd. 19 ps. 41 doz. 2 @ 20/ - £41 3 4			
3	— Ditto - smoke grd. 12 — 25 — 10 @ 17/6 22 12 1			
4	— Ditto - light grd. 6 — 13 — — @ 18/6 12 // 6			
5	7/8 Cambric fancy Check 17 — 476 yds. - @ 2/1 - 49 11 8			
	No. 2, 54	125	7	7
6	13/16 Muslins, light grd. 49 ps. 1176 yds. @ 1/9 £102 18 //			
7	— Ditto - green - 16 — 384 - - 1/9½ 34 8 //			
	No. 3, 65	137	6	//
	H. R.	406	8	10
	Deduct 1 ℔ Cent. allowed for damages, and odd pence,	4	1	10
		402	7	//

CHARGES.

Boxes, Ropes, and Packing - - - - - - - - £1	14	//	
Cartage, Porterage, and Incidents till on board -	1	5	9
Bills of Lading and Agency - - - - - - -	1	1	//
Entry at Custom-house, and Fees - - - - -	1	12	7
	5	13	4
Commission on £406 // 4 @ 2½ ℔ Cent. - - - -	10	3	//
Premium of Insurance on £380 @ 45/ ℔ Cent. & Policy 22/ - - - - - - - - - - -	9	13	//
Commission on Ditto @ ½ ℔ Cent. - - - -	1	18	//
	11	11	//
	429	14	4
——*Cr.*——			
By Drawback allowed here at the Custom-house - -	56	2	//
	373	12	4

Entered Journal, page 3.

INVOICE *of Goods shipped on board the Hibernia, Thomas Howie, for Dublin, by Order of James Forbes & Co. there, for their Account and Risk, and to them consigned.*

LONDON, *May 7th*, 1825.

Cotton Yarn in one Bale, viz.				£	s.	d.
Mule Twist, No. 90	3 bundles, 15lbs	@ 6/$\frac{1}{2}$	£4 10 $7\frac{1}{2}$			
92	6	30	6/3$\frac{1}{2}$ 9 8 9			
94	4	20	6/6$\frac{1}{2}$ 6 10 10			
95	5	25	6/8 8 6 8			
96	2	10	6/9$\frac{1}{2}$ 3 7 11			
98	2	10	7/$\frac{1}{2}$ 3 10 5			
100	3	15	7/3$\frac{1}{2}$ 5 9 4$\frac{1}{2}$			
102	7	35	7/6$\frac{1}{2}$ 13 3 11$\frac{1}{2}$			
104	4	20	7/9$\frac{1}{2}$ 7 15 10			
105	3	15	7/11 5 18 9			
	39 bundles, 195lb.			68	3	$1\frac{1}{2}$
India Twist, No. 170	5 bundles, 25lbs	@ 20/5$\frac{1}{2}$	25 11 $5\frac{1}{2}$			
172	1	5	21/2 5 5 10			
176	6	30	22/7 33 17 6			
178	4	20	23/3$\frac{1}{2}$ 23 5 10			
180	5	25	24/ 30 // //			
	21 bundles 105lbs.			118	//	$7\frac{1}{2}$
				186	3	9

ASHES.

	Cwt.	*qr.*	*lbs.*			
Pot - 52 casks - wg. gross -	134	2	6			
Tare $\frac{1}{8}$ - - - -	16	3	8			
Net Cwt. - -	117	2	26	at 42/ ℔ cwt.	247	4	9
					433	8	6

CHARGES.

Sheet, Rope, and Packing the Yarn - - - - -	£//	7	4	
Entry Bond, Fees, and Certificate - - - - -	1	3	6	
Cartage of the Ashes to the Ship, at 4*d.* ℔ Cask	//	17	4	
Porterage, and small Charges putting on board -	//	3	9	
Bills of Lading - - - - - - - - - - - -	//	10	6	
				3 2 5
Insurance on £450 @ 2 ℔ Cent. Policy 27/6 -	10	7	6	
Commission on Ditto @ $\frac{1}{2}$ ℔ Cent. - - - - -	2	5	//	
				12 12 6
				449 3 5

Entered Journal, page 5.

INVOICE *of sundry Goods shipped on board the Triton, James Noble, for St. Kitt's, consigned for Sale to William Bancroft, Merchant there, on Account and Risk of Thomas Allwood, and the Shipper, each one half Share.*

LONDON, *May 10th*, 1825.

			£	s.	d.
5 Casks, containing each 5 doz. checked Shirts, @ 50/ ℔ doz.	£62 10 //				
Cost of 5 Casks, at 6/ each	1 10 //				
		64	//	//	
4 Bales, containing each 12 pieces Negro Blanketing @ 24/ ℔ piece	£57 12 //				
Canvas and Rope	1 9 6				
		59	1	6	
1 Bale, containing 10 pieces bleached Russia Sheeting, @ 75/ ℔ piece	£37 10 //				
Packing and Canvas	// 8 9				
		37	18	9	
2 Trunks Checked and striped Holland, as ℔ B. P. enclosed		193	14	3	
2 Boxes Negro Jackets, Nuns Thread, ℔ ditto		117	2	10	
5 Bales Coarse Woollens, Slops, &c. ℔ ditto		220	//	//	
		691	17	4	
CHARGES.					
Cartage, Lighterage, and Wharfage	£3 17 6				
Bond, Entry and Bills of Lading	2 14 9				
Searcher's Fees and Porterage	1 11 3				
		8	3	6	
Commission on £700 // 10 @ 2½ ℔ Cent.		17	10	//	
Premium of Insurance on £770 @ 6 Guineas ℔ Cent. Policy 44/	50 14 2				
Commission on Ditto @ ½ ℔ Cent.	3 17 //				
		54	11	2	
		772	2	//	

Entered Journal, page 5.

END OF INVOICE-BOOK.

SALES *of* 40 *Pieces Osnaburgs, received* ℔ *the Sally, from Montrose, for Account of Collins & Greenhill.*

1825.					£	s.	d.
May 7	Sold *Norris & Bell,* payable at 6 months,						
	No.	Pieces.	Yards.				
	1 Tow Osnaburgs	3	427 @ $6\frac{1}{4}$d.	£11 2 $4\frac{3}{4}$			
	2	4	569	$6\frac{1}{2}$d. 15 8 $2\frac{1}{2}$			
	3	6	723	7d. 23 2 7			
	4	7	996	$7\frac{1}{4}$d. 30 1 9			
		20	2785		79	14	11
	5 Flax Osnaburgs	2	284 @ 7d.	£8 5 8			
	6	2	$245\frac{1}{2}$	$7\frac{1}{8}$d. 7 5 $9\frac{1}{4}$			
	7	3	427	$7\frac{1}{4}$d. 12 17 $11\frac{3}{4}$			
	8	4	570	$7\frac{1}{2}$d. 17 16 3			
	9	3	430	$7\frac{3}{4}$d. 13 17 $8\frac{1}{2}$			
	10	2	280	8d. 9 6 8			
	11	2	282	$8\frac{1}{4}$d. 9 13 $10\frac{1}{2}$			
	12	2	284	$8\frac{1}{2}$d. 10 1 2			
		Ps. 20	2843 Yards.		89	5	1
					169	5	//
	CHARGES.						
	Freight on the above, @ 20d. ℔ Piece			£3 6 8			
	Cartage at Landing, @ 1d. ℔ Piece			// 3 4			
	Wharfage and Housing			// 3 10			
	Porterage and Cartage to Buyer			// 5 6			
				4 5 4			
	Warehouse Rent and Insurance against Fire, 2/6 ℔ Cent.			// 4 3			
	Commission and insuring Debts 5 ℔ Cent.			8 9 0			
					12	18	7
May 7	To *Collin's & Greenhill's* Credit for Net Proceeds				156	1	5

Entered Journal, page 5.

SALES *of* 200 *Pieces Linen, received* ℔ *the Union, O'Hara, from Dublin, on Account of James Forbes & Co.*

1825.					£	s.	d.
May 7	Sold *Thomas Allwood*, 100 Pieces, @ 4 months,						
	Brown Linen, No. 1 - 20 pieces, @ 23/9			£23 15 //			
	2 - 15		24/6	18 7 6			
	3 - 25		26/9	33 8 9			
	4 - 17		28/3	24 // 3			
	5 - 23		30/6	35 1 6			
					134	13	//
	100 Pieces						
20	Sold *Henry Hume*, 100 Pieces, @ 4 months,						
	Brown Linen, No. 6 - 25 pieces, @ 27/9			£24 13 9			
	7 - 30		30/6	45 15 //			
	8 - 15		31/9	23 16 3			
	9 - 30		32/6	48 15 //			
					153	//	//
	100 Pieces				287	13	//
	CHARGES.						
	Freight and Land-Waiter's Fees			£7 3 9			
	Cartage and Porterage at Landing			// 16 10			
	Wharfage and Housing			// 15 6			
				8 16 1			
	Warehouse Rent and Insurance against Fire ⅛ ℔ Cent.			// 7 3			
	Commission and Guarantee 5 ℔ Cent.			14 7 8			
					23	11	//
May 20	To *James Forbes & Co.* for Net Proceeds				264	2	//

Entered Journal, pages 5 & 6.

SALES *of* 450 *Pieces Muslins, received* ℔ *the Jean, on Account of Collins & Greenhill, Montrose.*

1825.		£	s.	d.
May 12	Sold *Sheldon & Sons,* payable @ 4 months,			
	⅞ Cossae Muslin - 200 Pieces, each 28 yds - 5600 yds. @ 1/1 - - - - - - - - - - - - -	303	6	8
15	Sold *Hume & Coleman,* payable @ 4 months,			
	Pieces.			
	4/4 Grey Cambrics - 100 - 2400 yds. @ 1/4 £160 // //			
	5/4 Shawl Cloths - - 100 - 100 doz. - 18/6 92 10 //			
		252	10	//
26	Sold for *Cash,*			
	⅞ Cossae Muslin - - 50 pieces, each 28 yds. - 1400 yds. @ 1/ - - - - - - - - - - - -	70	//	//
		625	16	8
	CHARGES.			
	Freight and River Dues - - - - - - £3 18 9			
	Cartage Wharfage and Housing - - - - 1 4 4			
	Porterage and Postage - - - - - - - - // 2 8			
	5 5 9			
	Warehouse Rent ⅛ ℔ Cent. - - - - - - // 15 8			
	Commission on £625 16 8 @ 2 ℔ Cent. - 12 10 4			
	——— on 555 16 8 @ 2½ ℔ Cent. for Guarantee - - - - - 13 17 11			
		32	9	8
May 26	To *Collins & Greenhill,* for Net Proceeds - - - -	593	7	//

Entered Journal, page 6.

Dr. SALES *of* 20 *Bales Cotton received* ℔ *the Fanny, Ker,*

1825.		£	s.	d.
June 7	To Duty on 5860lbs. @ 2*d.* ℔ lb. - - - £48 16 8			
	Bill Money and Land-Waiter's Fees - // 19 3			
		49	15	11
	To Freight on 5860lbs.@ 1*d.* ℔ lb. - - - 24 8 4			
	Primage, Pierage, and Trade - - - 1 15 2			
		26	3	6
	To Landing, Weighing, and Housing - - 1 12 9			
	Lighterage and Wharfage - - - - - 1 7 3			
	Cartage, Porterage, and Loading - - // 12 6			
	Mending Bags for delivery - - - - - // 8 6			
		4	1	//
		80	//	5
	To *Warehouse Rent* till delivery - - - - - // 11 //			
	Brokerage ½ ℔ Cent. - - - - - - - 4 // 10			
		4	11	10
	To *Interest* on Duty and Freight to Sept. 23d, 108 days	1	1	7
	To *Commission* - 2½ ℔ Cent. - - - - - - - -	20	4	5
		105	18	3
June20	To *Richard Conder* - - - his Account Current for Net Proceeds due September 23d. - - - - -	702	19	5
		808	17	8

Entered Journal, page 9.

from New York, on Account of Richard Conder. Cr.

1825.											£	s.	d.
June 20	By *Robert Runcorn & Co.* sold them 20 Bales Georgia, payable in 3 months,												
	No.	Cwt.			No.	Cwt.			No.	Cwt.			
	1	2	3	//	6	2	2	24	11	2	2	26	
	2	2	1	24	7	2	3	11	12	2	3	11	
	3	2	2	16	8	2	2	25	13	2	2	18	
	4	2	3	1	9	2	1	27	14	2	3	13	
	5	2	2	26	10	2	3	14	15	2	2	26	
		13	1	11		13	2	17		13	3	10	
						13	1	11					
						13	3	10					
					Cwt.	40	3	10					
					Draft	//	//	15					
						40	2	23					
					Tare 5lbs. ℔ cwt.	1	3	8					
					Net Cwt.	38	3	15	or 4353lbs. @ 2/9		598	16	3
					No. 20	2	2	26					
					21	2	3	11					
					22	2	2	27					
					23	2	3	14					
					24	2	3	18					
						14	//	12					
					Draft	//	//	5					
						14	//	7					
					Tare	//	2	14					
					Cwt.	13	1	21	or 1505lbs. @ 2/9½		210	1	5
											808	17	8

Dr. SALES *of* 40 *Puncheons Rum,* ℔ *Nancy, from Liverpool,*

1825.					£	s.	d.
May 15	To *Moss & Benson,* for amount of their Invoice - -				627	9	//
	To Customs on 4435 Gals. @ 6*d.* ℔ gal.	£110	17	6			
	To Freight on Ditto - - @ 2*d.* ℔ gal. -	36	19	2			
	Cartage at Landing - 2/3 ℔ pun. -	4	10	//			
	Charges at Delivery 1/9 ℔ pun. -	3	10	//	152	6	8
	Vault Rent - - - - - - - - -	//	15	10			
					4	5	10
					784	1	6
June 20	To *Commission* on £887, @ 2½ ℔ Cent. - - - -				22	3	6
	To *Henry Hume* for his one-third of profit	£26	18	4			
	To *Sam. Johnson* for his one-third of profit	26	18	4			
	To *Profit & Loss* for my one-third of profit	26	18	4	80	15	//
					887	//	//

Entered Journal, page 9.

in company with H. Hume and S. Johnson, each one-third Cr.

1825.		£	s.	d.
June 13	By *Evans & Bayley*, sold them 30 Pun. at 2 months.			

No.	Gall.	No.	Gall.	No.	Gall.
W 20	110	30	111	40	111
21	112	31	112	41	110
22	110	32	109	42	109
23	109	33	110	43	110
24	111	34	111	44	118
25	110	35	110	45	114
26	111	36	109	46	115
27	110	37	110	47	113
28	111	38	110	48	114
29	110	39	109	49	116
	1104		1101		1130

1104
1130

3335 Gall. mast pr. @ 4/ 667 // //

22 By *Thomas Allwood*, sold him 10 Pun. at 3 months,

No.	Gall.	No.	Gall.
D 10	112	16	105
11	114	17	109
12	110	18	107
13	112	19	107
14	115		428
15	109	add	672
	672		1100 Gall. @ 4/ 220 // //

887 // //

END OF SALES-BOOK.

DAY-BOOK C.

DVA-BOOK. C.

DAY-BOOK C.

LONDON, 4th APRIL, 1825.

Jour. Fol.		£	s.	d.
3	Bought of *Hume & Coleman*, Sundry Goods for Export ℔ *B. P*.....	405	12	4
	8			
3	The Interest due by *Thomas Allwood*, included in Bill No. 172, taken for his accommodation, this day, is.....	1	17	6
	13			
3	Shipped on Board the Ann, J. King, Master, for New York, by order of *Richard Conder*, for his Account and Risk, and to him Consigned. 3 Trunks, containing 140 pieces Printed Goods £335 „ 10 „ 4 Paid Charges at Shipping..... 1 „ 13 „ 6 Commission on £337 „ 3 „ 10 @ 2½ ℔ Cent..... 8 „ 8 „ 7 Insured on £370 at Evans & Bayley's Office, at 6 Guineas ℔ Cent., Policy 22/..... 24 „ 8 „ 2 Commission on ditto..... 1 „ 17 „ – *Vide* I. B. page 1.	371	17	7
	14			
3	Bought of *Sheldon & Sons*, 186 pieces printed Goods for Export, ℔ *B. P*.....	458	9	–
	16			
3	The Interest due on *Norris & Bell's* instalment Bills, and therein included, is	4	7	4
3	Shipped on board the Isabella, for Hamburgh, by order of *Holford, Rucker, & Co.* for their Account and Risk, and to them Consigned: 3 Boxes Printed Cottons (drawbacks deducted) £346 „ 5 „ – Paid Charges at Shipping ..... 5 „ 13 „ 4 Commission on £406 „ 0 „ 4 @ 2½ ℔ Cent..... 10 „ 3 „ – Insured on £380 with Evans & Bayley @ 2¼ ℔ Cent, Policy 22/..... 9 „ 13 „ – Commission on ditto @ ½ ℔ Cent ..... 1 „ 18 „ – *Vide* I. B. page 2.	373	12	4
3	The Drawback on the above Goods, shipped ℔ the Isabella for Hamburgh, payable at the Custom House, is	56	2	–

Jour. Fol.	May 2d.	£	s.	d.
6	Indorsed to *Hume & Coleman*, Bill No. 173, being Goodwin & Blake on R. Noble, due 30th inst.....	130	15	–
	4			
6	Bought of *Hume & Coleman*, Sundry Goods for Export, as ℔ *B. P*.....	565	13	4
	6			
6	Sold *Samuel Johnson*, 9 Bales Cotton, payable @ 2 mo.....	264	3	2
7	Insured with the *London Assurance Company*, On account of *Richard Conder*, on £650, on 20 Bales Cotton, ℔ the Fanny, Ker, from New York to London, Premium at 6 Guineas ℔ Cent. to return 1 ℔ Cent. for Convoy and Arrival, Policy 38/6.....£42 " 17 " 6 Commission ½ ℔ Cent..... 3 " 5 " –	46	2	6
	7			
5	Sold *Norris & Bell*, 40 Pieces Osnaburghs, on account of Collins & Greenhill, @ 6 mo..... *Vide* Sales Book, page 1.	169	–	–
5	Shipped ℔ the Hibernia, Thomas Howie, for Dublin, by order of *James Forbes & Co.* and to them Consigned: 300lbs. Cotton Yarn .....£186 " 3 " 9 52 Barrels Pot Ashes..... 247 " 4 " 9 Paid Charges at Shipping ..... 3 " 2 " 5 Insured on £450 @ 2 ℔ Cent..... } 10 " 7 " 6 Policy 13/9..... } Commission on ditto, ½ ℔ Cent..... 2 " 5 " – *Vide* I. B. page 3.	449	3	5
	The Drawback on the Ashes shipped ℔ the Hibernia, is.....	10	14	5
5	Furnished *Collins & Greenhill*, of Montrose, with an Account Sales of their 40 pieces Osnaburghs, ℔ the Sally, and charged them, Warehouse Rent .....£ – " 4 " 3 Commission, 5 ℔ Cent on £169..... 8 " 9 " – The Net Proceeds due them, is ..... 156 " 1 " 5 *Vide* S. B. page 1.	164	14	8

		£	s.	d.
5	Sold *Thomas Allwood*, 100 Pieces Linen, on Account of J. Forbes & Co. payable @ 4 mo	134	13	–
	Vide S. B. page 2.			
	10			
6	Sold *Robert Runcorn & Co.* Manchester, 7 Bales Cotton, payable @ 3 mo.....	207	2	1
	Shipped, as an *Adventure*, on board the Triton, James Noble Master, for *St. Kitt's*, consigned for sale to William Bancroft, Merchant there, on Account and Risk of Thomas Allwood and the Shipper, each one-half: Sundry Goods ℔ Invoice .....£691 „ 17 „ 4 Charges at Shipping ..... 8 „ 3 „ 6 Commission 2½ ℔ Cent..... 17 „ 10 „ – Premium on £770 @ 6 Guineas ℔ Cent. Policy 44/, insured with the London Assurance Company ..... 50 „ 14 „ 2 Commission on ditto at ½ ℔ Cent ..... 3 „ 17 „ –			
	Vide I. B. page 4.	772	2	–
	12			
6	Sold *Sheldon & Sons*, 200 Pieces Cossae Muslins, on Account of Collins & Greenhill, @ 4 mo.....	303	6	8
	Vide S. B. page 3.			
	15			
7	Received ℔ the Nancy, from Liverpool, 40 Puncheons Rum, ordered from *Moss & Benson*, in Co. with H. Hume and S Johnson, each ⅓ share, who allows me 2½ ℔ Cent. on the Sales, for managing the same, Amount ℔ Invoice...	627	9	–
6	Sold *Hume & Coleman*, 200 Pieces Muslins, on Account of Collins & Greenhill, @ 4 mo.....	252	10	–
	Vide S. B. page 3.			
	20			
5	Sold *Henry Hume*, 100 Pieces Linen, on Account of J. Forbes & Co. payable @ 4 mo.....	153	–	–
	Vide S. B. page 2.			

		£	s.	d.
5	Sent *James Forbes & Co.* an Account Sales of their 200 Pieces Linen, ℔ the Union, and charged them for:			
	Warehouse ..... £ – „ 7 „ 3			
	Commission 5 ℔ Cent. on Sales ..... 14 „ 7 „ 8			
	The Net Proceeds due them..... 264 „ 2 „ –			
		278	16	11
	23			
6	Sold *Samuel Johnston*,			
	4 Bales Cotton, @ 4 mo	114	1	6
	26			
	Sold for *Cash*,			
	50 Pieces Muslins, on Account of Collins & Greenhill...	70	–	–
	Vide S. B. page 3. *Entd. C. B.*			
6	Furnished *Collins & Greenhill*, of Montrose, with an Account Sales of their *Muslins*, ℔ the Jean, and charged them for			
	Warehouse Rent..... £ – „ 15 „ 8			
	Commission on the Sales..... 26 „ 8 „ 3			
	The Net Proceeds due them, is ..... 593 „ 7 „ –			
		620	10	11
	30			
6	Sold *Sheldon & Sons*,			
	25 Casks Pearl Ashes @ 3¾ ℔ Cent. for Cash.....	120	–	–
	31			
7	*Goodwin & Blake's* Draft on R. Noble, No. 173, indorsed Hume & Coleman, the 2d inst., is this day returned by them for non-payment..... £130 „ 15 „ –			
	I have therefore sent it back to G. & B. and charged them with expenses of protest..... – „ 10 „ –			
		131	5	–
7	The Return of Premium on £650 at 1 ℔ Cent. for convoy and arrival of the Fanny, insured the 6th inst. with *London Assurance Co.* on Account of *Richard Conder*, is.....	6	10	–

		£	s.	d.
	13th June.			
7	Sold *Evans & Bailey*, ... 30 Puncheons Rum, (in Co.) @ 2 mo..... *Vide* S. B. page 5.	667	–	–
	20			
9	Sold *Robert Runcorn & Co.*, Manchester, 20 Bales Cotton, on Account of R. Conder, @ 3 mo.....	808	17	8
9	Rendered *Richard Conder*, an Account Sales of 20 *Bales Cotton*, ℔ Fanny and charged him for Warehouse & Brokerage.....£ 4 „ 11 „ 10 Interest on Duty & Freight..... 1 „ 1 „ 7 Commission 2½ ℔ Cent..... 20 „ 4 „ 5 The Net Proceeds due him, is ..... 702 „ 19 „ 5	728	17	3
	22			
9	Sold *Thomas Allwood*, 10 Puncheons Rum (in Co.) @ 3 mo.....	220	–	–
9	The *Rum in Co.* being now all sold, I close the several Accounts as under, viz. My *Commission* on Sales, 2½ ℔ Cent.....£22 „ 3 „ 6 *Henry Hume* for his ⅓ of profit..... 26 „ 18 „ 4 *Samuel Johnson* for his ⅓ of ditto..... 26 „ 18 „ 4 *Profit & Loss* for his ⅓ of ditto..... 26 „ 18 „ 4 *Vide* S. B. page 5.	102	18	6
	28			
	Received an Account Sales from *William Buncroft*, for the Goods consigned him last month, as an Adventure in Co. with Thomas Allwood, each one-half: The Net Proceeds Amount to.....	966	9	–
	Thomas Allwood's one-half of the Profit is.....£97 „ 3 „ 6 And my one-half of ditto..... 97 „ 3 „ 6	194	7	–
	Ord & Davis having obtained a discharge for 17/6 ℔ Pound, with security, to be paid by different instalments, I have agreed to the same; therefore my Loss on £212 „ 6 at 2/6 ℔ £, is	26	10	9

30	£	s.	d.
Closed *Richard Conder's* Account Current,			
Postage of Letters paid by me.....£– „ 9 „ 5			
Interest * for, due thereon..... 8 „ 19 „ 7			
	9	9	–

END OF DAY BOOK C.

Previous to the Balancing of my Books, I have this day taken an Inventory of the Goods in my Warehouse, and have on hand,

335 lbs..... Indian Twist, value.....£341 „ 3 „ 5			
138..... Mule Twist, do..... 41 „ 19 „ 10			
308 Bundles Water Twist, do..... 428 „ 6 „ –			
	811	9	3

* *See* Specimen, in the INTRODUCTION, page 12.

JOURNAL C.

RULES FOR JOURNALIZING, *MONTHLY.*

To Journalize the CASH-BOOK, SAY
CASH *Dr. to Sundries*, viz.
To the *several Accounts* which follow on the Dr. side.
SUNDRIES *Dr. to Cash*, viz.
Several Accounts on the Cr. side of the Cash-Book.
N. B. Class together similar Entries on either side.

To Journalize the BILL-BOOK, SAY
BILLS RECEIVABLE *Dr. to Sundries.*
To the several Persons on whose account the Bills were received.
SUNDRIES *Drs. to Bills payable*, viz.
The several Persons on account of whom the Bills were accepted.
N. B. After the names add the Nos., and the time when the Bills fall due.

To Journalize the DAY-BOOK*, make
GOODS *Dr. to Sundries*,
For the several Purchases made during the month.
SUNDRIES *Drs. to Goods*,
For the Sales during the month.
FOR INSURANCES EFFECTED:
1st. For Goods Exported, the Entry is
INSURANCE *Dr. to the Office* with whom insured,
Or, *Dr. to Sundries*, if more Offices than one.
N. B. The Account of Insurance is understood to be already Credited for the same from the Invoice-Book.
2d. For Goods Imported, the Entry is
THE PERSON (on whose Account the Insurance has been made)
Dr. to Insurance—or
If your own GOODS, they are *Dr. to Insurance.*
N. B. Narrate the particulars, as the rate of Premium and Policy, name of Vessel, &c.

* The Rules given under SHIPPING GOODS ABROAD, and GOODS on CONSIGNMENT, are sufficient to direct the Learner to *Journalize* the INVOICE-BOOK, and ACCOUNT-SALES-BOOK, to which we refer him.

JOURNAL (C).

(1) LONDON, APRIL, 1825.

			£	s.	d.
1	1	SUNDRIES *Drs. to Stock.*			
	--	For the following Balances in my favor, the 31st ult. transferred from Ledger B.			
	1	Cash.....for balance in hand.....	1087	7	10
	1	BILLS RECEIVABLE.....for the following Bills in hand, viz.			
		No. 171, Geo. Kay.....due April 26.....£400 „ – „ –			
		166, Sheldon and Sons.....May 12.....117 „ 5 „ 2			
		168, John Howie & Co.... —— 19.....116 „ 12 „ 6			
		169, Charles Dwyer.....June 8.....112 „ 1 „ –			
			745	18	8
	2	House at Windsor.....	841	14	–
	2	Goods ℔ Inventory.....	1811	18	5
	3	Counting-house Furniture.....	78	17	6
	3	Sheldon & Sons.....*London*.....	241	3	–
	3	Norris & Bell.....*Ditto*.....	146	1	8
	3	Ord and Davis.....*Ditto*.....	212	6	–
	6	Robert Runcorn & Co.....*Manchester*.....	428	9	2
	6	Goodwin & Blake.....*Bristol*.....	282	11	6
	6	Richard Conder.....*New York*.....	525	17	3
			6402	5	–
1	1	STOCK *Dr. to Sundries.*			
	—	For the following Balances against me, the 31st ult. transferred from Ledger B.			
	4	To James Fielding & Co.....*London*.....	416	15	8
	4	To Evans & Bayley.....*Ditto*.....	22	3	6
	4	To Samuel Johnson.....*Ditto*.....	948	17	–
	1	To BILLS PAYABLE...for the following BILLS unpaid, viz.			
		No. 77, Spencer & Croft...due April 15.....£272 „ 8 „ 3			
		78, Richard Conder..... —— 20..... 150 „ – „ –			
		79, Samuel Johnson.....June 4..... 203 „ 6 „ 6			
		80, Ditto..... —— 17..... 300 „ 16 „ –			
		81, R. Runcorn & Co..... May 21..... 429 „ 16 „ –			
			1356	6	9
			2744	2	11

LONDON, April, 1825. (2)

			£	s.	d.
	1	Cash *Dr. to Sundries.*			
	—	For the following Sums received this month.			
12	1	To *Bills Receivable*.....No. 172.....£147 „ 7 „ 6			
26	–	..... — 171..... 400 „ – „ –			
			547	7	6
15	6	To *Richard Conder*.....	200	–	–
			747	7	6
	1	Sundries *Drs. to Cash.*			
	—	For the following Sums paid this month.			
8	4	*Thomas Allwood*.....paid his bill.....	145	10	–
11	9	*Goods on Commission*...℔ Sally, from Montrose £4 „ 5 „ 4			
20	–	.....℔ Union from Dublin... 8 „ 16 „ 1			
			13	1	5
12	8	*Interest*.....for discount on a bill.....	1	16	3
13	–	*Charges*.....℔ Ann, for New York.....£1 „ 13 „ 6			
18	7	.....℔ Isabella, for Hamburgh..... 5 „ 13 „ 4			
30	–	.....℔ Petty Cash-Book..... 3 „ 13 „ 1			
			10	19	11
15	1	*Bills Payable*.....No. 77,.....£272 „ 8 „ 3			
20	–	..... — 78,..... 150 „ – „ –			
			422	8	3
30	8	*House Expenses*.....this month.....	23	11	9
			617	7	7
	1	Bills Receivable *Dr. to Sundries.*			
	—	For Bills received of the following this month.			
8	4	To *Thomas Allwood*.....No. 172, due July 11.....	147	7	6
10	6	To *Goodwin & Blake*... — 173,.....May 30.....	130	15	–
16	3	To *Norris & Bell*..... — 174,.....July 9 £37 „ 5 „ –			
		175,.....Sept. 9 56 „ 5 „ 8			
		176,.....Dec. 9 56 „ 19 „ 4	150	9	–
			428	11	6
	1	Sundries *Drs. to Bills Payable.*			
	—	For Bills accepted to the following this month.			
7	4	*Samuel Johnson*.....No. 82, due May 10.....	300	10	–
16	4	*James Fielding & Co.* — 83,.....June 13 120 „ 16 „ 0			
		84,.....July 15 295 „ 19 „ 8	416	15	8
			717	5	8

(3) LONDON, APRIL, 1825.

				£	s.	d.
	2	GOODS *Dr. to Sundries.*				
		For Amount bought of the following this month.				
4	5	*To Hume & Coleman*	£405 " 12 " 4			
14	3	*To Sheldon & Sons*	458 " 9 " –			
				864	1	4
13	6	RICHARD CONDER *Dr. to Sundries.*				
—		For Amount of Invoice of printed Goods, ℔ Ann, for New York, as ℔ I. B. p. 1.				
	7	To *Goods*	335 " 10 " 4			
	7	To *Charges*	1 " 13 " 6			
	7	To *Commission*	10 " 5 " 7			
	7	To *Insurance*	24 " 8 " 2			
				371	17	7
18	6	HOLFORD, RUCKER, & Co. *Dr. to Sundries.*				
—		For Amount of Invoice of printed Goods, ℔ Isabella, for Hamburgh, as ℔ I. B. p. 2.				
	7	To *Goods*.....(less drawback)	£346 " 5 " –			
	7	To *Charges*	5 " 13 " 4			
	7	To *Commission*	12 " 1 " –			
	7	To *Insurance*	9 " 13 " –			
				373	12	4
18	8	DEBENTURES *Dr. to Goods.*				
	7	For Amount of Drawback on Goods, ℔ Isabella, D. B.		56	2	–
	8	SUNDRIES *Drs. to Interest.*				
—		For Amount included in Bills received of the following, D.B.				
8	4	*Thomas Allwood*	£1 " 17 " 6			
16	3	*Norris & Bell*	4 " 7 " 4			
				6	4	10
	7	INSURANCE *Dr. to Evans & Bayley.*				
—		For the following Insurances made with them this mo. D.B.				
	4					
13	–	Premium on £370 on Goods ℔ the Atlantic, to New York, 5 Guin ℔ cent....	£24 " 8 " 2			
18	–	Ditto on £380 on Goods ℔ Isabella, to Hamburgh, 45/ ℔ cent.....	9 " 13 " –			
				34	1	2

LONDON, MAY, 1825. (4)

			£	s.	d.
	1	CASH *Dr. to Sundries.*			
	—	For the following Sums received this month.			
2	8	To *Interest*.....	3	15	4
12	1	To *Bills receivable*.....No. 166.....£117 " 5 " 2			
19	–	..... — 168..... 116 " 12 " 6			
24	–	..... — 169..... 112 " 1 " –	345	18	8
18	3	To *Sheldon & Sons*.....	241	3	–
19	8	To *Debentures*.....	56	2	–
26	9	To *Goods on Commission*.....	70	–	–
			716	19	–
	1	SUNDRIES *Drs. to Cash.*			
	—	For the following Sums paid this month.			
2	5	*Hume & Coleman*.....paid them.....	274	17	4
7	7	*Charges*.....℔ Hibernia, for Dublin...£3 " 2 " 5			
10	–	.....℔ Triton, for St. Kitt's... 8 " 3 " 6			
31	–	.....℔ Petty Cash-book..... 4 " – " 2	15	6	1
9	9	*Goods on Commission* ℔ Jean, from Montrose.....	5	5	9
10	1	*Bills Payable*..... No. 82 ..... 300 " 10 " –			
21	–	..... — 81 ..... 429 " 16 " –	730	6	–
12	5	*Funded Property*.....£1200 in the 3 ℔ Cents. at 59⅞	720	–	–
22	9	*Rum in Company*.....charges on 40 puncheons.....	152	6	8
31	8	*House Expenses*.....this month	27	3	10
			1925	5	8
	1	BILLS RECEIVABLE *Dr. to Sundries.*			
	—	For Bills received of the following this month.			
4	6	To *Robert Runcorn & Co.* No. 177, due June 4.....	428	9	2
16	6	To *Richard Conder*..... — 178, — June 28 £153 " 10 " –			
		179, — July 18 240 " – " –	400	10	–
			828	19	2
	1	SUNDRIES *Drs. to Bills Payable.*			
	—	For Bills accepted to the following this month.			
8	3	*Sheldon & Sons*..... No. 85, due July 11.....	458	9	
10	4	*Samuel Johnson*..... — 86, — July 1.....	648	7	–
15	9	*Moss & Benson*..... — 87, — July 13 £400 " – " –			
		88, — Aug. 13 227 " 9 " –	627	9	–
			734	5	–

(5) LONDON, May, 1825.

			£	s.	d.
7	10	James Forbes & Co. *Dr. to Sundries.*			
—		For Amount of Invoice, ℔ the Hibernia, for Dublin, as ℔ I. B. *pa.* 3.			
	2	To *Goods*..... £433 " 8 " 6			
	7	To *Charges*..... 3 " 2 " 5			
	7	To *Insurance*..... 10 " 7 " 6			
	7	To *Commission*..... 2 " 5 " —			
			449	3	5
10	9	Adventure to St. Kitt's in Co. *Dr. to Sundries.*			
		For Amount of Invoice, ℔ the Triton, for St. Kitt's, consigned to William Bancroft, to sell on account of Thomas Allwood and myself, each one-half, as ℔ I. B. *pa.* 4.			
	2	To *Goods*..... £691 " 17 " 4			
	7	To *Charges*..... 8 " 3 " 6			
	7	To *Commission*..... 21 " 7 " —			
	7	To *Insurance*..... 50 " 14 " 2			
			772	2	-
7	3	Norris & Bell *Dr. to Goods on Commission.*			
	9	For Amount of 40 Pieces Osnaburgs, ℔ the Sally, and sold for account of Collins & Greenhill, at 6 months, as ℔ S. B. *page* 1.....	169	-	-
7	9	Goods on Commission *Dr. to Sundries.*			
	7	To *Charges*..... £— " 4 " 3			
	7	To *Commission*..... 8 " 9 " —			
	10	To *Collins & Greenhill*, for Net proceeds of 40 Pieces Osnaburgs, ℔ Sally, as ℔ S. B. *pa.* 1. } 156 " 1 " 5			
			164	14	8
	9	Sundries *Drs. to Goods on Commission.*			
—		For Amount of 200 Pieces Linen, ℔ the Union, and sold for account of James Forbes & Co. S. B. *pa.* 2.			
7	4	*Thomas Allwood*...100 Pieces at 4 months £134 " 13 " -			
20	5	*Henry Hume*.....100 —— at 4 months 153 " — " -			
			287	3	-

LONDON, MAY, 1825. (6)

			£	s.	d.
20	9	GOODS ON COMMISSION *Dr. to Sundries.*			
	7	To *Charges*.....£ - „ 7 „ 3			
	7	To *Commission*..... 14 „ 7 „ 8			
	10	To *James Forbes & Co.* for Net proceeds of 200 Pieces Linen, ℔ Union, as ℔ S. B. p 2. 264 „ 2 „ -			
			278	16	11
	9	SUNDRIES *Drs. to Goods on Commission.*			
		For Amount of 400 Pieces Muslins, ℔ the Jean, and sold on account of Collins & Greenhill, S. B. p. 3.			
12	3	*Sheldon & Sons*.....200 Pieces at 4 months £303 „ 6 „ 8			
15	5	*Hume & Coleman*...200 —— at 4 months 252 „ 10 „ -			
			555	16	8
26	9	GOODS ON COMMISSION *Dr. to Sundries.*			
	7	To *Charges*.....£ - „ 15 „ 8			
	7	To *Commission*..... 26 „ 8 „ 3			
	10	To *Collins and Greenhill*, for Net proceeds of 450 Pieces Muslins, ℔ Jean, as ℔ S.B. p. 3. 593 „ 7 „ -			
			620	10	11
2	5	HUME & COLEMAN *Dr. to Bills Receivable.*			
	1	For No. 173, being Goodwin & Blake on Richard Noble, due May 30th, paid them on account, D.B.....	130	15	-
4	2	GOODS *Dr. to Hume & Coleman.*			
	5	For Amount bought of them as ℔ B.P.....	565	13	4
	2	SUNDRIES *Drs. to Goods.*			
		For Amount sold this month.			
6	4	*Samuel Johnson*.....9 Bales Cotton at 2 mo. £264 „ 3 „ 2			
23	-	.....4 — do. 2 mo. 114 „ 1 „ 6			
			378	4	8
10	6	*Robert Runcorn & Co.* 7 — do. 3 mo.....	207	2	1
30	3	*Sheldon and Sons*.....25 Casks Ashes, 3¾ ℔ Cent. for *Cash*	120	-	-
			705	6	9

(7) LONDON, MAY, 1825.

			£	s.	d.
6	6	RICHARD CONDER *Dr. to Sundries.*			
	—	For Cost of Insuring £650 on 20 Bales Cotton ℔ the Fanny, from New York to London, at 6 Guineas ℔ Cent. to return 1 ℔ Cent. for Convoy and Arrival, policy 38/6 ℔ D. B.			
	5	To *London Assurance Company*.....£42 „ 17 „ 6			
	7	To *Commission*...for 2½ ℔ Cent..... 3 „ 5 „ –			
			46	2	6
	7	INSURANCE *Dr. to Sundries.*			
	—	For the following made this month, ℔ D. B.			
7	4	To *Evans & Bailey* ... Premium on £450 on Goods ℔ Hibernia, for Dublin, at 2 ℔ Cent. and policy.....	10	7	6
10	5	To *London Assurance Company* ... Premium on £770 on Goods ℔ Triton, for St. Kitt's, at 6 Guineas ℔ Cent. and policy.....	50	14	2
			61	1	8
7	8	DEBENTURES *Dr. to Goods.*			
	2	For Drawback on 52 Casks Ashes ℔ the Hibernia, D. B...	10	14	5
15	9	RUM IN COMPANY *Dr. to Moss & Benson.*			
	9	For 40 Puncheons, bought of them (in Company with H. Hume and S. Johnson, each ⅓ Share) and received this day ℔ the Nancy, from Liverpool, amount as ℔ Invoice.....D. B.....	627	9	–
31	6	GOODWIN & BLAKE *Dr. to Sundries.*			
	—	For their Draft No. 173, on R. Noble, due 30th, returned them with Protest for Non-payment, ℔ D. B. viz.			
	5	To *Hume & Coleman*...for Bill paid them.....£130 „ 15 „ –			
	7	To *Charges*.....for protesting it..... – „ 10 „ –			
			131	5	–
31	5	LONDON ASSURANCE COMPANY *Dr. to R. Conder.*			
	6	For return of Premium on £650 at 1 ℔ Cent. for Convoy and Arrival of the Fanny.....D. B.....	6	10	–

LONDON, JUNE, 1825. (8)

			£	s.	d.
	1	CASH *Dr. to Sundries.*			
	—	For the following Sums received this month.			
4	1	To *Bills Receivable*.....No. 177..... £428 „ 9 „ 2			
28	–	..... 178..... 150 „ 10 „ –	578	19	2
8	3	To *Sheldon & Sons*.....in full of Ashes.....	120	–	–
15	8	To *Debentures*.....drawback ℔ Hibernia.....	10	14	5
18	5	To *Funded Property*.....£600 in the 3 ℔ Cents. at 61⅜	367	10	–
25	7	To *Commission*.....½ ℔ Cent. on £690.....	3	9	–
28	3	To *Ord & Davis*.....Dividend of 3/6 ℔ £.....	37	3	–
			1117	15	7
	1	SUNDRIES *Drs. to Cash.*			
	—	For the following Sums paid this month.			
1	5	*Hume & Coleman*.....paid them.....	130	15	–
4	1	*Bills Payable*.....No. 79.....£203 „ 6 „ 6			
13	–	.....83..... 120 „ 16 „ –			
17	–	.....80..... 300 „ 16 „ –	624	18	6
7	9	*Goods on Commission*...℔ Fanny, from New York.....	80	–	5
8	8	*Interest*.....discount allowed Sheldon & Sons.	4	10	–
13	7	*Charges*.....paid Warehouse Rent..£25 „ – „ –			
30	–	.....℔ Petty Cash-Book... 5 „ 11 „ 9	30	11	9
22	9	*Rum in Company*.....paid Charges at delivery.....	4	5	10
30	8	*House Expenses*.....this month.....	20	14	–
–	8	*Profit & Loss*.....Clerk's Salary to this date	33	6	8
			929	2	2
	1	BILLS RECEIVABLE *Dr. to Sundries.*			
	—	For Bills received of the following this month.			
16	6	To *Goodwin & Blake*.....No. 180, due July 6.....	283	1	–
18	6	To *Holford, Rucker & Co*..... 181,..... — 5.....	150	–	–
28	10	To *William Bancroft*..... 182,..... —24.....	350	5	–
			783	6	–
	1	SUNDRIES *Drs. to Bills Payable.*			
	—	For Bills Accepted to the following this month.			
10	10	*James Forbes & Co*.....No. 89, due Sept. 9.....	150	14	–
17	10	*Collins & Greenhill*..... 90,..... — 15...£220 „ 10 „ –			
		.....91,..... — 15... 140 „ – „ –	360	10	–
			511	4	–

(9) LONDON, JUNE, 1825.

			£	s.	d.
20	6	R. RUNCORN & Co. *Dr. to Goods on Commission.*			
	9	For amount of 20 Bales Cotton ℔ Fanny, and sold for Account of R. Conder, at 3 mos. as ℔ S. B. p. 4.....	808	17	8
20	9	GOODS ON COMMISSION *Dr. to Sundries.*			
	7	To *Charges*.....£4 „ 11 „ 10			
	8	To *Interest*... ..... 1 „ 1 „ 7			
	7	To *Commission*..... 20 „ 4 „ 5			
	6	To *R. Conder* for Net proceeds of 20 Bales Cotton ℔ Fanny, due Sep. 23, ℔ S. B. p. 4 } 702 „ 19 „ 5	728	17	3
	9	SUNDRIES *Drs. to Rum in Company.*			
	—	For Amount of 40 Puncheons sold the following, S. B. p. 5.			
13	4	*Evans & Bayley*.....30 Pun. at 2 months....£667 „ – „ –			
22	4	*Thomas Allwood*.....10 —— at 3 ——..... 220 „ – „ –	887	–	–
22	9	RUM IN COMPANY *Dr. to Sundries.*			
	—	For the following to close that Account, ℔ S. B.			
	7	To *Commission*.....for 2½ ℔ Cent. on Sales....£22 „ 3 „ 6			
	5	To *H. Hume*.....for his ⅓ of gain ..... 26 „ 18 „ 4			
	4	To *S. Johnson*.....for his ⅓ of gain..... 26 „ 18 „ 4			
	8	To *Profit & Loss* for my ⅓ of gain..... 26 „ 18 „ 4	102	18	6
28	10	W. BANCROFT *Dr. to Adventure to St. Kitt's in Co.*			
	9	For Net Proceeds of the Goods consigned him, as ℔ Account Sales received this day.....D. B.....	966	9	„
28	9	ADVENTURE TO ST. KITT'S IN CO. *Dr. to Sundries.*			
	—	For the Balance of that Account due as follows.			
	4	To *Thomas Allwood*.....his ½ of gain.....£97 „ 3 „ 6			
	8	To *Profit & Loss*.....my ½ of gain..... 97 „ 3 „ 6	194	7	–
28	8	PROFIT AND LOSS *Dr. to Ord & Davis.*			
	3	For 2/6 ℔ £, being the Amount lost by them, and which I have discharged this day ℔ D. B.....	26	10	9
30	6	RICHARD CONDER *Dr. to Sundries.*			
	—	For Postage of Letters and Interest due on his Acct. D. B.			
	7	To *Charges*.....£– „ 9 „ 5			
	8	To *Interest* ..... 8 „ 19 „ 7	9	9	–

LONDON, JUNE, 1825. (10)

			£	s.	d.
30		PROFIT & LOSS *Dr. to Sundries.*			
	—	For Balancing the following Accounts to this date.			
	6	To Goodwin & Blake	–	–	6
	7	To Charges	31	6	7
	8	To House Expenses	71	9	7
			102	16	8
30	8	SUNDRIES *Drs. to Profit & Loss.*			
	—	For Gain on the following Accounts to this date.			
	2	Goods	149	–	6
	7	Commission	144	5	5
	8	Interest	13	15	1
			307	1	–
30	8	PROFIT AND LOSS *Dr. to Stock.*			
	1	For Balance of the former Account, being the Net Amount of my Gain for the last three months	268	8	9
30	10	BALANCE *Dr. to Sundries.*			
	—	For Closing all Accounts that Balance in my favor.			
	1	To Cash on hand	197	14	6
	1	To Bills Receivable, — Bills in hand	1183	15	–
	2	To House at Windsor	841	14	–
	2	To Goods ℔ Inventory	811	9	3
	3	To Counting-house Furniture	78	17	6
	3	To Sheldon & Sons	303	6	8
	3	To Norris & Bell	169	–	–
	3	To Ord & Davis	148	12	3
	4	To Evans & Bailey	600	7	10
	4	To Samuel Johnson	351	6	4
	4	To Thomas Allwood	257	9	6
	5	To Funded Property	352	10	–
	5	To Henry Hume	126	1	8
	6	To Robert Runcorn & Co	1015	19	9
	6	To Holford, Rucker & Co	223	12	4
	10	To James Forbes & Co.	335	15	5
	10	To William Bancroft	616	4	–
		Amount of my Effects	7613	16	–
30	10	SUNDRIES *Drs. to Balance.*			
	—	For Closing all Accounts wherein the Balances are against me.			
	5	Bills Payable, — Acceptance unpaid	2541	8	8
	5	Hume & Coleman	313	3	4
	5	London Assurance Company	87	1	8
	6	Richard Conder	356	13	1
	10	Collins & Greenhill	388	18	5
	1	Stock, ... *Net Capital*	3926	10	10
			7613	16	–

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Dr. STOCK.

1825				£	s.	d.
Apr.	1	To Sundries	1	2744	2	11
June	30	To *Balance* for net capital	10	3926	10	10
				6670	13	9

Dr. CASH.

Apr.	1	To Stock	1	1087	7	10
	30	To Sundries this month	2	747	7	6
May	31	To Sundries - - do.	4	716	19	//
June	30	To Sundries - - do.	8	1117	15	7
				3669	9	11

Dr. BILLS RECEIVABLE.

Apr.	1	To Stock	1	745	18	8
	30	To Sundries	2	428	11	6
May	31	To Sundries	4	828	19	2
June	30	To Sundries	8	783	6	//
				2786	15	4

Dr. BILLS PAYABLE.

Apr.	30	To Cash	2	422	8	3
May	31	To Ditto	4	730	6	//
June	30	To Ditto	8	624	18	6
	//	To *Balance* for Bills not due or not paid	10	2541	8	8
				4319	1	5

CONTRA. Cr.

1825				£	s.	d.
Apr.	1	By Sundries	1	6402	5	//
June	30	By *Profit & Loss* for net gain	10	268	8	9
				6670	13	9

CONTRA. Cr.

Apr.	30	By Sundries this month	2	617	7	7
May	31	By Sundries - - do.	4	1925	5	8
June	30	By Sundries - - do.	8	929	2	2
	//	By *Balance* on hand	10	197	14	6
				3669	9	11

CONTRA. Cr.

Apr.	1	By Cash	2	547	7	6
May	31	By Ditto	4	345	18	8
June	2	By Hume & Coleman	6	130	15	//
	30	By Cash	8	578	19	2
	//	By *Balance*	10	1183	15	//
				2786	15	4

CONTRA. Cr.

Apr.	1	By Stock	1	1356	6	9
	30	By Sundries	2	717	5	8
May	31	By Sundries	4	1734	5	//
June	30	By Sundries	8	511	4	//
				4319	1	5

Dr. HOUSE AT WINDSOR.

1825				£	s.	d.
Apr.	1	To Stock	1	841	14	–

Dr. GOODS ACCOUNT.

1825				£	s.	d.
Apr.	1	To Stock.....Value ℔ Inventory.....	1	1811	18	5
	30	To Sundries.....	3	864	1	4
May	4	To Hume & Coleman.....	6	565	13	4
June	30	To *Profit and Loss*.....	10	149	–	6
				3390	13	7

CONTRA. Cr.

1825				£	s.	d.
June	30	By *Balance*	10	481	14	–

CONTRA. Cr.

Apr.	13	By Richard Conder	3	335	10	4
	18	By Holford, Rucker, & Co.	"	346	5	–
	"	By Debentures	"	56	2	–
May	7	By James Forbes & Co	5	433	8	6
	10	By Adventure to St. Kitt's in Co	"	691	17	4
	31	By Sundries	6	705	6	9
	7	By Debentures	7	10	14	5
June	30	By *Balance ... Value on hand*	10	811	9	3
				3390	13	7

Dr. COUNTING-HOUSE FURNITURE.

1825				£	s.	d.
Apr.	1	To Stock	1	78	17	6

Dr. SHELDON & SONS, London.

				£	s.	d.
Apr.	1	To Stock	1	241	3	//
May	8	To Bills Payable	4	458	9	//
	12	To Muslins on Commission	6	303	6	8
	30	To Ashes	7	120	//	//
				1122	18	8

Dr. NORRIS & BELL London.

				£	s.	d.
Apr.	1	To Stock	1	146	1	8
	16	To Interest	3	4	7	4
May	7	To Osnaburgs on Commission	5	169	//	//
				319	9	//

Dr. ORD & DAVIS, London.

				£	s.	d.
Apr.	1	To Stock	1	212	6	//

CONTRA. Cr.

1825				£	s.	d.
June	30	By *Balance*	10	78	17	6

CONTRA. Cr.

Apr.	10	By Goods	3	458	9	//
May	18	By Cash	4	241	3	//
June	8	By Ditto	8	120	//	//
	30	By *Balance*	10	303	6	8
				1122	18	8

CONTRA. Cr.

Apr.	16	By Bills Receivable	2	150	9	//
June	30	By *Balance*	10	169	//	//
				319	9	//

CONTRA. Cr.

June	28	By Cash	8	37	3	//
	//	By Profit & Loss	9	26	10	9
	30	By *Balance*	10	148	12	3
				212	6	//

Dr. JAMES FIELDING & Co. London.

1825				£	s.	d.
Apr.	16	To Bills Payable - - - - - - - - - - - -	2	416	15	8

Dr. EVANS & BAYLEY, London.

June	31	To Rum in Co. - - - - - - - - - - - -	9	667	//	//

Dr. SAMUEL JOHNSON, London.

Apr.	7	To Bills Payable - - - - - - - - - - - -	2	300	10	//
May	10	To Ditto - - - - - - - - - - - - - -	4	648	7	//
	31	To Goods - - - - - - - - - - - - - -	6	378	4	8
				1327	1	8

Dr. THOMAS ALLWOOD, London.

Apr.	8	To Cash - - - - - - - - - - - - - -	2	145	10	//
	//	To Interest - - - - - - - - - - - - -	3	1	17	6
May	7	To Goods on Commission - - - - - - - - -	5	134	13	//
June	22	To Rum in Co. - - - - - - - - - - - -	9	220	//	//
				502	//	6

CONTRA. Cr.

1825				£	s.	d.
Apr.	1	By Stock	1	416	15	8

CONTRA. Cr.

Apr.	1	By Stock	1	22	3	6
May	30	By Insurance	3	34	1	2
	7	By Ditto	7	10	7	6
June	30	By *Balance*	10	600	7	10
				667	//	//

CONTRA. Cr.

Apr.	1	By Stock	1	948	17	//
June	22	By Rum in Co.	9	26	18	4
	30	By *Balance*	10	351	6	4
				1327	1	8

CONTRA. Cr.

Apr.	8	By Bills Receivable	2	147	7	6
June	28	By Adventure to St. Kitt's in Co.	9	97	3	6
	30	By *Balance*	10	257	9	6
				502	//	6

Dr. FUNDED PROPERTY.

1825				£	s.	d.
May	12	To Cash	4	720	//	//

Dr. HUME & COLEMAN, London.

May	2	To Cash	4	274	17	4
	15	To Goods on Commission	6	252	10	//
	2	To Bills Receivable	6	130	15	//
	1	To Cash	8	130	15	//
June	30	To *Balance*	10	313	3	4
				1102	//	8

Dr. LONDON ASSURANCE COMPANY.

May	10	To Richard Conder	7	6	10	//
June	31	To *Balance*	10	87	1	8
				93	11	8

Dr. HENRY HUME, London.

May	20	To Goods on Commission	5	153	//	//

CONTRA. Cr.

1825				£	s.	d.
June	18	By Cash	8	367	10	//
	30	By *Balance*	10	352	10	//
				720	//	//

CONTRA. Cr.

Apr.	4	By Goods	3	405	12	4
May	4	By Ditto	6	565	13	4
	31	By Goodwin & Blake	7	130	15	//
				1102	//	8

CONTRA. Cr.

May	6	By Richard Conder	7	42	17	6
	10	By Insurance	7	50	14	2
				93	11	8

CONTRA. Cr.

June	22	By Rum in Co.	9	26	18	4
	30	By *Balance*	10	126	1	8
				153	//	//

Dr. ROBERT RUNCORN & Co. Manchester.

1825				£	s.	d.
Apr.	1	To Stock	1	428	9	2
May	10	To Goods	6	207	2	1
June	20	To Goods on Commission	9	808	17	8
				1444	8	11

Dr. GOODWIN & BLAKE, Bristol.

Apr.	1	To Stock	1	282	11	6
May	31	To Sundries	7	131	5	//
				413	16	6

Dr. RICHARD CONDER, New York.

Apr.	1	To Stock	1	525	17	3
	13	To Sundries	3	371	17	7
May	6	To Ditto	7	46	2	6
June	30	To Sundries	9	9	9	//
	//	To *Balance*	10	356	13	1
				1309	19	5

Dr. HOLFORD, RUCKER & Co. Hamburgh.

Apr.	18	To Sundries	3	373	12	4

CONTRA. Cr.

1825				£	s.	d.
May	4	By Bills Receivable	4	428	9	2
June	30	By *Balance*	10	1015	19	9
				1444	8	11

CONTRA. Cr.

Apr.	10	By Bills Receivable	2	130	15	//
June	16	By Ditto	8	283	1	//
	30	By *Profit & Loss*	10	//	//	6
				413	16	6

CONTRA. Cr.

Apr.	15	By Cash	2	200	//	//
May	16	By Bills Receivable	4	400	10	//
	31	By London Assurance Company	7	6	10	//
June	20	By Cotton on Commission	9	702	19	5
				1309	19	5

CONTRA. Cr.

June	18	By Bills Receivable	8	150	//	//
	30	By *Balance*	10	223	12	4
				373	12	4

Dr. CHARGES.

				£	s.	d.
Apr.	30	To Cash	2	10	19	11
May	31	To Ditto	4	15	6	1
June	30	To Ditto	8	30	11	9
				56	17	9

Dr. COMMISSION.

				£	s.	d.
June	30	To *Profit & Loss*	10	144	5	5
				144	5	5

Dr. INSURANCE.

				£	s.	d.
Apr.	30	To Evans & Bayley	3	34	1	2
May	31	To Sundries	7	61	1	8
				95	2	10

CONTRA. Cr.

				£	s.	d.
Apr.	13	By Richard Conder	3	1	13	6
	18	By Holford, Rucker, & Co	3	5	13	4
May	7	By James Forbes & Co	5	3	2	5
	10	By Adventure to St. Kitt's in Co	5	8	3	6
	7	By Goods on Commission	5	–	4	3
	20	By Goods on Commission	6	–	7	3
	26	By Goods on Commission	6	–	15	8
	31	By Goodwin & Blake	7	–	10	–
June	20	By Goods on Commission	9	4	11	10
	30	By Richard Conder	9	–	9	5
	"	By *Profit & Loss*	10	31	6	7
				56	17	9

CONTRA. Cr.

Apr.	13	By Richard Conder	3	10	5	7
	18	By Holford, Rucker, & Co	3	12	1	–
May	7	By James Forbes & Co	5	2	5	–
	10	By Adventure to St. Kitt's in Co	5	21	7	–
	7	By Goods on Commission	5	8	9	–
	20	By Goods on Commission	6	14	7	8
	26	By Goods on Commission	6	26	8	3
	6	By Richard Conder	7	3	5	–
June	25	By Cash	8	3	9	–
	20	By Goods on Commission	9	20	4	5
	22	By Rum in Company	9	22	3	6
				144	5	5

CONTRA. Cr.

Apr.	13	By Richard Conder	3	24	8	2
	18	By Holford, Rucker, & Co	3	9	13	–
May	7	By James Forbes & Co	5	10	7	6
	10	By Adventure to St. Kitt's in Co	5	50	14	2
				95	2	10

Dr. DEBENTURES.

1825				£	s	d
Apr.	18	To Export Goods	3	56	2	//
May	7	To Ashes	7	10	14	5
				66	16	5

Dr. INTEREST.

				£	s	d
Apr.	12	To Cash	2	1	16	3
June	8	To Ditto	8	4	10	//
	30	To *Profit & Loss*	10	13	15	1
				20	1	4

Dr. HOUSE EXPENSES.

				£	s	d
Apr.	30	To Cash	2	23	11	9
May	31	To Ditto	4	27	3	10
June	30	To Ditto	8	20	14	//
				71	9	7

Dr. PROFIT & LOSS.

				£	s	d
June	30	To Cash	8	33	6	8
	28	To Ord & Davis	9	26	10	9
	30	To *Sundries*	10	102	16	8
	//	To STOCK, for Net gain	//	268	8	9
				431	2	10

CONTRA. Cr.

1825				£	s.	d.
May	19	By Cash	4	56	2	//
June	15	By Ditto	8	10	14	5
				66	16	5

CONTRA. Cr.

Apr.	30	By Sundries	3	6	4	10
May	2	By Cash	4	3	15	4
June	20	By Goods on Commission	9	1	1	7
	30	By Richard Conder	9	8	19	7
				20	1	4

CONTRA. Cr.

June	30	By *Profit & Loss*	10	71	9	7

CONTRA. Cr.

June	22	By Rum in Co.	9	26	18	4
	28	By Adventure to St. Kitt's in Co.	9	97	3	6
	30	By *Sundries*	10	317	1	//
				431	2	10

Dr. ADVENTURE TO ST. KITT'S IN Co.

1825				£	s.	d.
May	10	To Sundries - - - - - - - - - - - - - -	5	772	2	//
June	28	To Ditto - - - - - - - - - - - - - - -	9	194	7	//
				966	9	//

Dr. GOODS ON COMMISSION.

Apr.	30	To Cash - - paid Charges ℔ Sally and Union - -	2	13	1	5
May	9	To Ditto - - paid Ditto ℔ Jean - - - - - - -	4	5	5	9
	7	To Sundries for N. Proceeds, &c. of 40 Ps. Osnaburgs	5	164	14	8
	20	To Sundries for N. Proceeds, &c. of 200 Ps. Linen	6	278	16	11
	26	To Sundries for N. Proceeds, &c. of 450 Ps. Muslins	6	620	10	11
June	7	To Cash - - paid Charges ℔ Fanny - - - - -	8	80	//	5
	20	To Sundries for N. Proceeds, &c. of 20 Bales Cotton	9	728	17	3
				1891	7	4

Dr. RUM (IN Co.)

May	22	To Cash - - - - - - - - - - - - - - -	4	152	6	8
	15	To Moss & Benson - - - - - - - - - - -	7	627	9	//
June	22	To Cash - - - - - - - - - - - - - - -	8	4	5	10
	22	To Sundries - - - - - - - - - - - - -	9	102	18	6
				887	//	//

Dr. Moss & BENSON, Liverpool.

May	15	To Bills Payable - - - - - - - - - - - -	4	627	9	//

CONTRA. Cr.

1825				£	s.	d.
June	28	By William Bancroft - - - - - - - - - -	9	966	9	//

CONTRA. Cr.

May	26	By Cash, received for 70 Pieces Muslins, & Jean -	4	70	//	//
	7	By Norris & Bell, for 40 Pieces Osnaburgs - - -	5	169	//	//
	20	By Sundries - - for 200 Pieces Linen - - - -	5	287	13	//
	15	By Sundries - - for 400 Pieces Muslins - - -	6	555	16	8
June	20	By R. Runcorn & Co. for 20 Bales Cotton - - -	9	808	17	8
				1891	7	4

CONTRA. Cr.

June	30	By Sundries - - - - - - - - - - - - - -	9	887	//	//

CONTRA. Cr.

May	15	By Rum in Company - - - - - - - - - -	7	627	9	//

Dr. JAMES FORBES & Co. Dublin.

1825				£	s.	d.
May	7	To Sundries - - - - - - - - - - - - - -	5	449	3	5
June	10	To Bills Payable - - - - - - - - - - - -	8	150	14	//
				599	17	5

Dr. COLLINS & GREENHILL, Montrose.

June	17	To Bills Payable - - - - - - - - - - - - -	8	360	10	//
	30	To *Balance* - - - - - - - - - - - - - -	10	388	18	5
				749	8	5

Dr. WILLIAM BANCROFT, St. Kitt's.

June	28	To Adventure to St. Kitt's in Co. - - - - - -	9	966	9	//

Dr. BALANCE.

June	30	To Sundries ℔ Journal. - - - - - - - - -	10	7613	16	//

CONTRA. Cr.

1825				£	s.	d.
May	20	By Linen on Commission - - - - - - - - -	6	264	2	//
June	30	By *Balance* - - - - - - - - - - - - -	10	335	15	5
				599	17	5

CONTRA. Cr.

May	7	By Osnaburgs on Commission - - - - - - - -	5	156	1	5
	26	By Muslins on Commission - - - - - - - -	6	593	7	//
				749	8	5

CONTRA. Cr.

June	28	By Bills Receivable - - - - - - - - - -	8	350	5	//
	30	By *Balance* - - - - - - - - - - - - -	10	616	4	//
				966	9	//

CONTRA. Cr.

June	30	By Sundries & Journal. - - - - - - - - -	10	7613	16	//

END OF LEDGER C.

SET D.

ON PARTNERSHIP,

Or when two or more Persons join their Capitals in Trade.

ELEMENTARY PRINCIPLES AND RULES.

CHAP. V.

ON PARTNERSHIP ACCOUNTS.

PARTNERSHIP is when two or more persons unite in Trade, and agree to divide the Profits, or sustain the Losses arising from the concern, according to their respective shares in the *Capital.*

The methods of stating Partnership Accounts usually given by writers on Book-keeping, and which are taught in most Schools, being obsolete and useless in business, it is unnecessary to enumerate them, we shall therefore proceed to state such as are approved and followed in modern practice.

The Books of a Copartnery should be kept as if they belonged to one person only, but the plural number should be used, *We, us,* and *ours,* instead of *I, me, mine,* and the like.

WHEN THE CAPITAL IS FIXED UPON TO BE EMPLOYED IN THE BUSINESS.

SUNDRIES *Drs. to Stock* (in Co.).

Each Partner—for his share or proportion.

WHEN THESE SHARES ARE PAID IN,

CASH (or the article received) *Dr. to Sundries.*

To each Partner—for his share.

In general, one account is sufficient for each Partner, and it should be kept in the same manner as that of any neutral person.

If the Capital be increased, the entries are the same as at commencement; if it be decreased, the entries are reversed.

At Balancing the Books, if the business has been successful, and the profits are to be divided, enter *Profit and Loss Dr. to each Partner* for his share of gain. When the Profit is to be applied to increase the Stock, enter *Profit and Loss Dr. to Stock* for net gain.

If there has been a Loss on the Business, the last entries are reversed

No other Entry is necessary until some of the Partners are leaving the concern, or until an alteration in the shares take place; in either case the books should be previously balanced, and each partner's account closed.

The business of a West-India Merchant, who is in part owner and husband of several ships, affords very great variety in the transactions; and to render that variety as extensively useful as possible, we have made the present set a Company Concern.

As the Subsidiary Books in the preceding set are given complete, it is presumed by this time that the Learner fully understands the method of journalising them; on this account, as well as to avoid extending the work, we have given only the Journal and Ledger, which are sufficient for exhibiting the method of stating Partnership Accounts.

REMARKS ON THE FOLLOWING SET:

JOURNAL.

This Book commences with the articles of a former Balance, supposed to be transferred from a preceding Ledger.

The goods received to sell on Commission in a West-India business being generally bulky, we have opened separate accounts for each article. This is preferable to opening accounts for the goods received by each vessel, because fewer accounts in general are necessary; besides the amount of the sales of each article is seen at one view, together with what remains on hand at taking a Balance.

It is remarkable that no writer on this subject has introduced either at the *opening* or *closing* of the Books, examples of consignments on which money has been advanced for charges, although a very common case in real business. By avoiding transactions of this kind, the fallacy of the method of stating the charges, adopted by some late writers, does not appear. In order to shew the proper method, we have introduced examples of consignments on hand at the opening of the books. These accounts being charged with every outlay previous to the former Balance, are afterwards debited for the charges arising from the disposal of the goods, such as *Interest* and *Commission.* The difference of the two sides consequently must be the charges remaining unpaid (if any) and the sum for Warehouse or Cellar-rent, * and these accounts are closed by transferring the same to the Cr. side of *Charges.* † This should always be done when any of the Goods on Commission are sold.

In the month of September more consignments are received, on which the usual charges at landing are paid, and therefore entered to the Dr. of these respective accounts; but agreeable to a writer above alluded to, who says his "arrangement is according to the approved practice of the first Counting-houses," these would have been carried to the general account of Charges, and consistently enough, with what that account should exhibit, the difference of the two sides at Balancing carried to *Profit and Loss.* ‡

Agreeable to the practice of the best regulated Counting-houses, we

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* This article of charge is in general not an *outlay,* as one of the writers above alluded to, invariably makes it.

† See month of August, Journal, page 191.

‡ Or granting he had not carried the whole of the balance of this account to *Profit and Loss,* he must have only supposed that such a part belonged to his employers, and carried the same to *Balance Account* accordingly. We say *supposed,* for it would be but guess work to select from the general mass of charges upon the business that proportion for which his employers were accountable.

To some his method may appear at first view to be both systematic and correct, but the experienced Accountant will consider it rather an idle speculation of a mere theorist, than an improvement of modern practice.

have charged Interest on all Accounts, whether real or personal, * and estimated the Balances of those of the former, at what is considered their present value. This is always necessary, in order to take an accurate and satisfactory Balance. It is particularly so in Partnership concerns, previously to any partner leaving the business, or new ones being admitted; because if this be not attended to, the *Profits or Losses* will appear so much greater or less, as the interest may be either in favour of, or against the Balance.

LEDGER.

The accounts in this Book are opened by placing together all accounts of the same kind. This arrangement will be found exceedingly useful in extensive trade, as we have occasion frequently to look into accounts of a particular class at the same time.

The only accounts that require any farther explanation are, *Stock*, and the *Partners Accounts*.

STOCK is considered as a *joint-account*, to be divided at such periods and in such proportions as are directed by the articles of Copartnery; previous to which the Balance should always include the amount or value of the Company's estate, both Real and Personal.

The PARTNERS ACCOUNTS are kept in the same way as those of any other person: they exhibit only the money paid to, or any other articles received from the concern for private use, together with the interest on their respective shares, and the sum allowed as a salary to the partner who manages the business. The Balances are carried forward like any other personal accounts, until the profits be divided, or an alteration in the shares take place, or the term of the copartnery expire, previous to any of which these accounts must necessarily be closed.

It is not necessary that the *Profits* or *Losses* at every *General Balance* appear at the respective accounts of the partners in the Ledger: it is sufficient to note these under the Stock Account, as we have done, until a general division of that account takes place.

In fixed Companies it is usual to keep what is called a Sederunt or Docquet Book, containing an Abstract of every *General Balance* taken from the Ledger, and which statement is closed by the respective shares of each partner, the amount of these being the Balance of the Stock Account in the Ledger. This abstract is signed by each of the partners in terms of the contract.

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* It may be here noticed, that no interest is computed on such accounts as are either considered as decreasing in value, or where the interest is settled for at a future period: of the latter description are *Funded property*, and share in *Ropework*, the interest of both, when received, is posted from the Cash-Book to the Cr. side of the *Interest Account*. This method should always be adopted with regard to money borrowed on bond or the like, where the interest is paid annually or half yearly.

TERMS OF COPARTNERY.

The following is an Inventory of our Effects, both Real and Personal, being a List of the Balances in our favor and against us: Henry Thornton and John Gordon, transferred from a preceding Ledger, dated 30th June: each concerned in the following proportions, viz. Henry Thornton three-fourths, and John Gordon one-fourth Share.

The Business to be carried on under the FIRM of THORNTON AND GORDON, and to be managed by John Gordon, for which he is to be allowed £400 ℔ annum in name of salary.

JOURNAL D.

Containing all the Transactions in Trade, of

THORNTON AND GORDON,

Merchants in London.

EXTRACTED MONTHLY FROM THE

Cash-Book
Bill-Book
Purchase-Book
Invoice-Book
Account-Sales-Book, and
Day-Book.

Commencing July 1st, 1818.

JOURNAL D.

LONDON, JULY, 1825. (10)

			£	s.	d.
1	1	SUNDRIES *Drs. to Stock.*			
		For the following Balances in our favor, the 30th ult. transferred from the preceding Ledger.			
	2	Cash - - - - for balance in hand - - - - - -	2296	17	9
	2	Funded Property £2965 at 68¾ in the 3 ℔ Cent. Consols	2023	12	3
	2	Bills Receivable for the following Bills in hand, viz.			
		No. 151, Richard Mills due July 12 - £525 10 //			
		154, James Weston - - July 26 - 507 // //			
		155, Edward Louis - - Aug. 9 - 262 1 //			
		159, John Poole - - - Aug. 14 - 285 15 //			
		169, Richard Mead - - Aug. 16 - 450 10 //			
		176, George Smith - - Aug. 30 - 410 // //			
			2440	16	//
	3	Ship Minerva - - - value - - - - - - - -	2750	//	//
	3	Ship Britannia, our one-fourth - - - - - - - -	627	10	//
	3	Rope-work Company, our one-sixth - - - - - -	450	//	//
	3	Counting-Room and Cellars - - - - - - - -	650	//	//
	4	Sugar on Commission for Duty, Freight, &c. on 40 Hhds.	845	3	8
	4	Rum on Commission - - ditto - - - - - - 50 Pun.	381	11	4
	4	Cotton on Commission - ditto - - - - - 40 Bales	139	7	1
	4	Mahogany on Commission - for Freight on 80 Planks	30	2	9
	5	Merchandise - - for Balance on hand ℔ Inventory	235	13	4
	6	Debentures - - for Balance due at the Custom-house	180	5	//
	10	William Todd - London - - - - - - - - -	210	12	//
	9	Richard Mortimer, Bristol - - - - - - - - -	725	15	//
	9	James Forbes&Co. Dublin - - - - - - - - -	640	10	//
	7	Matthew Goodair, Jamaica - - - - - - - -	204	6	9
	7	Waller & Co. - Ditto - - - - - - - - -	637	2	9
	8	Hope Estate in Jamaica, our one-third - - - - -	3175	6	2
			18644	11	10

(2) LONDON, JULY, 1825.

1	1	STOCK *Dr. to Sundries.*	£	s.	d.
		For Balances due the 30th ult. to the following Persons, transferred from the preceding Ledger.			
	1	To Henry Thornton - - London - - - - - - -	104	2	//
	10	To Smith & Tindal - - Ditto - - - - - - - -	108	5	9
	10	To Ash & Gurney - - Ditto - - - - - - - -	53	10	//
	10	To Thomas Kilgour - - Ditto - - - - - - - -	140	16	//
	9	To William Ainsworth - Manchester - - - - -	322	10	5
	8	To Francis Barlow - - St. Kitt's - - - - - -	272	19	8
	7	To Mures, Fordyce & Co. Jamaica - - - - - -	520	4	//
	2	To Bills Payable - for the following Bills unpaid viz.			
		No. 92, Moses Louis - due July 4 - £100 // //			
		93, John Heming - - July 8 - 165 10 //			
		95, Matthew Goodair - July 13 - 240 // //			
		98, Simon Turbutt - - Aug. 9 - 367 4 //			
		100, Ditto - - - - - Aug. 12 - 139 10 //			
		96, William Cuming - - Aug. 23 - 110 // //			
			1122	4	//
			2644	11	10

LONDON, JULY, 1825. (3)

			£	s.	d.
	2	CASH *Dr. to Sundries.*			
		For the following Sums received this month.			
8	7	To Waller and Co. received from J. Camden on their acct.	150	//	//
5	5	To Interest - - received 6 mos. on £2965 in 3 ℔ Cent.	*40	//	6
12	2	To Bills Receivable - - No. 151, - - - £525 10 //			
26	-	- - - - - - - - - - 154, - - - 507 // //			
			1032	10	//
//	6	To Debentures - received for Certificate ℔ Mary -	103	15	//
28	2	To Funded Property - sold £2000 Stock at 69⅞ add ⅛	1395	//	//
			2721	5	6
	2	SUNDRIES *Drs. to Cash.*			
		For the following Sums paid this month.			
4	2	Bills Payable - - No. 92, - - - - - £100 // //			
8	-	- - - - - - - 93, - - - - - - 165 10 //			
13	-	- - - - - - - 95, - - - - - - 240 // //			
			505	10	//
//	10	Smith & Tindal - - paid in full - - - - - - -	108	5	9
20	10	Ash & Gurney - - paid in full - - - - - - -	53	10	//
//	10	Thomas Kilgour - - paid on account - - - - -	30	//	//
26	1	Henry Thornton - paid him - - - - - - - -	100	//	//
31	5	Charges - - - - ℔ Petty Cash-Book this month	6	3	8
			803	9	5
	2	BILLS RECEIVABLE *Dr. to Sundries.*			
		For Bills received of the following this month.			
6	7	To Matthew Goodair No. 180, due Sept. 6 - - -	150	//	//
12	9	To Richard Mortimer - 181, - Aug. 10 £500 // //			
//	-	- - - - - - - - 182, - Sept. 14 225 15 //	725	15	//
			875	15	//
	2	SUNDRIES *Drs. to Bills Payable.*			
		For Bills accepted to the following this month.			
13	7	Mures, Fordyce & Co. No. 101, due Sept. 10 £120 10 //			
//	-	- - - - - - - - 102, - Sept. 13 210 5 //			
			330	15	//
16	8	Francis Barlow - - - 103, - Aug. 23 - - -	250	//	//
			580	15	//

* 10 ℔ Cent. is deducted from the Interest for the Property Tax.

(4) LONDON, JULY, 1825.

			£	s.	d.
20	4	COTTON ON COMMISSION *Dr. to Sundries.*			
	5	To Interest - - - - - - - - - - - - £1 1 4			
	5	To Commission - - - - - - - - - - - 9 9 3			
	7	To John Hanson for net proceeds of 20 Bales ℔ the Ann, due Oct. 23, ℔ S. B. - - - - 306 15 6			
			317	6	1
	6	SUNDRIES *Drs. to Insurance.*			
		For Cost of Insurances made this month on Produce consigned us by the following vessels, Jamaica to London, premium at 9 Guin. ℔ cent. to return 4 ℔ cent. for Convoy and Arrival - - - - - - D. B. - -			
6	7	John Hanson - Premium on £570 on Sugar and Cotton ℔ Eliza, Policy 33s. Commission ½ ℔ Cent. -	58	7	4
10	7	Waller & Co. - Premium on £2100 on Sugar and Rum ℔ Minerva, Policy 115/6 Commission ½ ℔ Cent.	214	14	6
//	7	Mures, Fordyce & Co. Premium on £1100 on Sugar, Cotton, and Mahogany, ℔ ditto, Policy 60/6 Com. ½ ℔ Cent. - - - - - - - - - - - - -	112	9	6
			385	11	4
	6	INSURANCE *Dr. to Sundries.*			
		For the Premiums, &c. as above.			
6	11	To James Hazard - Prem. and Pol. on £570 ℔ Eliza	55	10	4
10	11	To London Assurance Co. - - - on 3200 ℔ Minerva	311	4	//
//	5	To Commission - for ½ ℔ Cent. on £3770 - - -	18	17	//
			385	11	4
20	10	WILLIAM TODD *Dr. to Cotton on Commission.*			
	4	For amount of 20 Bales ℔ the Ann, sold him, payable at three months - - - - D. B. pa. - - - -	378	10	10
22	4	MAHOGANY ON COMMISSION *Dr. to Thomas Kilgour.*			
	10	For Charges paid by him at shipping 80 Planks to Dublin, ℔ the Union, O'Hara, consigned for sale to James Forbes & Co. as ℔ D. B. pa. - - - -	1	13	3

LONDON, AUGUST, 1825. (5)

	2		£	s.	d.
		CASH *Dr. to Sundries.*			
		For the following Sums received this month.			
6	2	To Bills Receivable - - No. 169, - - - £450 10 //			
9	-	- - - - - - - - - 155, - - - 262 1 //			
10	-	- - - - - - - - - 181, - - - 500 // //			
11	-	- - - - - - - - - 159, - - - 285 15 //			
23	-	- - - - - - - - - 176, - - - 410 // //			
			1908	6	//
16	10	To William Todd - - received in full - - - - -	210	12	//
27	5	To Interest rec. 1 year's inter. on Stock in Rope-work Co.	22	10	//
28	3	To Ship Britannia ¼ - received our Share of gain -	157	19	2
//	1	To Henry Thornton - received of him - - - - -	20	//	//
			2319	7	2
	2	SUNDRIES *Drs. to Cash.*			
		For the following Sums paid this month.			
9	2	Bills Payable - - - - - No. 98, - - - £367 4 //			
12	-	- - - - - - - - - 100, - - - 139 10 //			
23	-	- - - - - - - - - 96, - - - 110 // //			
//	-	- - - - - - - - - 103, - - - 250 // //			
			866	14	//
18	8	Proprietors of Hope Estate paid Craig ℔ receipt - -	173	15	//
20	1	John Gordon - - - - paid him - - - - - -	60	//	//
23	8	John & Archibald Sidney paid Smith to order - -	42	14	//
26	-	Funded Property, bought £1500 in the 4 ℔ Cents. at 81⅜	1222	10	//
31	5	Interest - - - - - for Discounts paid at the Bank	1	2	7
//	5	Charges - - - - as ℔ Petty Cash-Book this month	8	2	6
			2374	18	1
	2	BILLS RECEIVABLE *Dr. to Sundries.*			
		For Bills received of the following this month.			
9	7	To Waller & Co. - No. 183, due Sept. 10 £210 9 //			
//	-	- - - - - - - - 184, - Oct. 3 68 14 6			
			279	3	6
12	9	To James Forbes & Co. 185, - Sept. 18 300 // //			
//	-	- - - - - - - - 186, - Oct. 2 340 10 //	640	10	//
			919	13	6

(6) LONDON, August, 1825.

						£	s.	d.
	2	Sundries *Drs. to Bills Payable.*						
		For Bills accepted to the following this month.						
10	7	Matthew Goodair - No. 104, due Sept. 18				136	10	//
17	8	J. & A. Sidney - - - 105, - Oct. 2	£220	14	//			
//	-	- - - - - - - - 106, - — 12	170	//	//	390	14	//
						527	4	//
	5	Merchandise *Dr. to Sundries.*						
		For Goods bought of the following Persons in this month, as ℔ Bills of Parcels - - - P. B.						
	11	To Jones & Coleman - - - - Aug. 2	£258	17	6			
		23	140	10	//	399	7	6
	9	To Brookes & Spencer - - - - 11	-	-	-	423	16	//
	11	To Henry Hume & Son - - - - 4	120	11	//			
		22	150	6	//			
		26	340	12	6	611	9	6
	10	To Smith & Tindal - - - - - - 12	95	14	//			
		14	140	16	3	236	10	3
						1671	3	3
1	4	Cotton on Commission *Dr. to Sundries.*						
		For Net Proceeds, &c. of 20 Bales, as follows - S. B.						
	7	To Waller & Co. - - 10 Bales ℔ Augusta, due Nov. 4				180	19	3
	8	To Francis Barlow - 10 —— ℔ Hopewell, - — 4				184	2	4
	5	To Interest - - - for Amount on Duty and Freight				1	18	6
	5	To Commission - - for 2½ ℔ Cent. on the Sales -				11	10	2
						378	10	3
	4	Rum on Commission *Dr. to Sundries.*						
		For Net Proceeds, &c. of 50 Pun. ℔ Columbus, as follows,						
3	7	To Mures, Fordyce & Co. 10 Puncheons, due Oct. 6				117	14	2
20	7	To Waller & Co. - - - 40 - —— - - — 25				524	4	//
	5	To Interest - - - - for Amount on Duty & Freight				5	2	3
	5	To Commission - - - for 2½ ℔ Cent. on the Sales				23	3	5
						670	3	10

LONDON, AUGUST, 1825. (7)

			£	s.	d.
	4	SUGAR ON COMMISSION *Dr. to Sundries.*			
		For Net Proceeds, &c. of 40 Hhds. as follows - S. B.			
4	7	To M. Goodair 5 Hhds. ℔ Fame, due Oct. 7 £140 10 //			
15	-	- - - - - 10 —— ℔ Mars, - - 18 289 15 8			
			430	5	8
20	8	To Proprietors of Hope Estate - 25 Hhds. ℔ Minerva, due Oct. 10 -	730	16	3
	5	To Interest - - - - for Amount on Duty, &c. -	16	12	7
	5	To Commission - - - for 2½ ℔ Cent. on the Sales	52	1	6
			1229	16	//
1	10	WILLIAM TODD *Dr. to Cotton on Commission.*			
	4	For amount of 20 Bales sold him, payable at three mos. D. B.	460	10	3
	6	SUNDRIES *Drs. to Insurance.*			
		For the following effected this month - - D. B.			
2	8	Proprietors of Hope Estate, for Premium on £1700 on 60 Casks Sugar, ℔ Minerva, Jamaica to London, at 9 Guin. ℔ Cent. Policy 93s. 6d. Commission 170/ - - 173 16 6			
//	-	- - Premium on £600 on 20 Hhds. Sugar, ℔ Neptune to Bristol, at 5 Guineas ℔ Cent. Policy 33s. Commission 60/ *certain* 34 13 //			
			208	9	6
16	3	Ship Minerva - - for Premium on £2750 insured on the Ship valued at this Sum, Jamaica to London, at 4 Guin. ℔ Cent. *certain*, Policy 154/ - - - - - - - - - -	123	4	//
			331	13	6
	6	INSURANCE *Dr. to Sundries.*			
		For the Premiums and Policies on the above.			
2	11	To James Hazard - Prem. and Pol. on £1000 ℔ Minerva	97	5	//
//	11	To London Assurance Co. ditto on £700 ℔ ditto 68 1 6			
//	-	- - - - - - - - - on £600 ℔ Neptune 31 13 //			
16	-	- - - - - - - - - on £2700 on Ship - 123 4 //			
			222	18	6
	5	To Commission - for ½ ℔ Cent. on £2300 - - -	11	10	//
			331	13	6

(8) LONDON, AUGUST, 1825.

			£	s.	d.
	4	SUNDRIES *Drs. to Rum on Commission.*			
		For Amount of 50 Puncheons ℔ Columbus, sold this month, D. B.			
3	9	William Ainsworth - - 10 Pun. at 2 months - -	201	17	//
//	10	Ash & Gurney - - - 10 —— at 2 ditto - - -	220	//	//
20	9	James Forbes & Co. - 30 —— at 3 ditto - - -	500	5	//
			922	2	//
	4	SUNDRIES *Drs. to Sugar on Commission.*			
		For Amount of 40 Hhds sold at 2 months, this month, D. B.			
4	12	John Panton - - - 5 Hhds. ℔ Fame - - - -	246	14	8
6	9	Richard Mortimer - 10 —— ℔ Minerva - - -	522	2	10
10	12	Dennison & Son - - 15 —— ℔ ditto - - - -	777	6	1
15	12	Edward Hemming - 10 —— ℔ Mars - - - -	536	19	10
			2083	3	5
31	5	SUNDRIES *Drs. to Charges.*			
		For Amount at Delivery, to close the following Accounts D. B.			
	4	Sugar on Commission - - on 40 Hhds. - - - -	8	3	9
	4	Rum on Commission - - on 50 Pun. - - - -	9	6	//
	4	Cotton on Commission - - on 40 Bales - - - -	3	17	8
			21	7	5

LONDON, SEPTEMBER, 1825. (9)

	2		£	s.	d.
		CASH *Dr. to Sundries.*			
		For the following Sums received this month.			
6	2	To Bills Receivable - - No. 180, - - - £150 // //			
10	-	- - - - - - - - - - 183, - - - 210 9 //			
14	-	- - - - - - - - - - 182, - - - 225 15 //			
18	-	- - - - - - - - - - 185, - - - 300 // //			
			886	4	//
8	3	To Ship Minerva - received for Freight, &c. from Jamaica,			
8	-	- - - - - viz. William Alston - - - £100 2 11			
10	-	- - - - - - George Coleman - - - 125 1 //			
12	-	- - - - - - Richard Bow - - - 128 // //			
17	-	- - - - - - William Black - - - 237 14 9			
20	-	- - - - - - David Mead - - - - 306 12 6			
			897	11	2
26	4	To Rum on Commission - received Drawback on 30 Pun.	138	19	2
28	6	To Debentures - received on Goods ℔ Jupiter - -	76	10	//
30	5	To Interest for discounts allowed on Accounts paid this mo.	54	12	3
			2053	16	7

	2		£	s.	d.
		SUNDRIES *Drs. to Cash.*			
		For the following Sums paid this month.			
4	11	Jones & Coleman - paid in full - - - - - - -	399	7	6
8	11	Henry Hume & Son paid in full - - - - - - -	611	9	6
10	2	Bills Payable - - - No. 101, - - - - £120 10 //			
13	-	- - - - - - - - - - 102, - - - - 210 5 //			
18	-	- - - - - - - - - - 104, - - - - 136 10 //			
			467	5	//
10	10	Smith & Tindal - - paid in full - - - - - - -	236	10	3
//	4	Sugar on Com. prime and post Entries ℔ Eliza 256 10 //			
22	-	- - - - - - - Freight, &c. ℔ ditto. 57 14 3			
			314	4	3
11	4	Rum on Commission - paid as above ℔ ditto. - -	73	8	//
12	1	John Gordon - - - paid him - - - - - - - -	120	//	//
20	6	Duties - - paid prime Entry ℔ Minerva 2000 // //			
28	-	- - - - - - post Entry ℔ ditto. - - 804 3 1			
			2804	3	1
20	5	Charges paid on Goods ℔ Dolphin, for Jamaica 37 13 4			
30	-	- - as ℔ Petty Cash-Book - - - - 22 15 11			
			60	9	3
26	3	Ship Minerva paid Captain Noble in full - - - -	763	17	9
30	6	Profit & Loss paid 1st Clerk's Salary due this day 37 10 //			
		paid 2d - - ditto - - ditto 15 // //	52	10	//
			5903	4	7

(10) LONDON, SEPTEMBER, 1825.

			£	s.	d.
	2	BILLS RECEIVABLE *Dr. to Sundries.*			
		For Bills received of the following this month.			
6	9	To James Forbes & Co. No. 187, due Nov. 20 - -	500	5	//
25	8	To Proprietors of Hope Estate 188, - Oct. 10 £300 // //			
//	-	- - - - - - - - - 189, - — 20 325 12 //			
			625	12	//
26	9	To Richard Mortimer - - 190, - — 12 - - -	522	2	//
			1647	19	//
	2	SUNDRIES *Drs. to Bills Payable.*			
		For Bills accepted to the following this month.			
4	7	John Hanson - - - No. 107, due Oct. 2 £125 // //			
//	-	- - - - - - - - - 108, - — 2 100 15 //			
			225	15	//
10	8	J. & A. Sidney - - - 109, - Nov. 2 - - -	120	//	//
12	7	Waller & Co. - - - - 110, - Oct. 10 150 10 //			
//	-	- - - - - - - - - 111, - Nov. 4 200 5 //	350	15	//
			696	10	//
15	6	SUNDRIES *Drs. to Insurance.*			
		For Return of Premium on £5470 at 4 ℔ Cent. for Convoy and Arrival of the following Vessels - D. B.			
	11	London Assurance Co. - - on £3900 - - - - -	156	//	//
	11	James Hazard - - - - on 1570 - - - - -	62	16	//
		£5470			
			218	16	//
15	6	INSURANCE *Dr. to Sundries.*			
		For the above being done on Account of the following.			
	7	To John Hanson - - - - - £ 570 ℔ Eliza - -	22	16	//
	7	To Waller & Co. - - - - - 2100 ℔ Minerva -	84	//	//
	7	To Mures, Fordyce & Co. - - 1100 ℔ ditto - -	44	//	//
	8	To Proprietors of Hope Estate, 1700 ℔ ditto - -	68	//	//
		£5470			
			218	16	//

LONDON, SEPTEMBER, 1825. (11)

			£	s.	d.
20		SUNDRIES *Drs. to Sundries.*			
		For Goods shipped on board the Dolphin, Richard Lyon, for Jamaica, by order and for Account and Risk of the following Persons as ℔ Invoices, dated this day.			

	Drs.	Pa. l.B	Merchandise.	Charges.	Commission.	Insurance.			
7	Matthew Goodair		222 " 9 " 6	5"14"6	6"19" 1	13"19" 0	249	2	1
7	Waller & Co		162 "12 " 7	6" 8"9	5" 3" 6	10"10" 6	184	15	4
7	Mures, Fordyce, & Co.		301 "14 " 8	4" 7"6	9" 6" 0	18 "8 " 6	333	16	8
8	J.&A. Sidney		394 "16 " 7	8" 9"3	12" 5" 8	24 "9 " 6	440	1	0
8	Proprietors of Hope Estate		665 " 4 " 5	12"13"4	20" 12"11	40"15" 6	739	6	2
	Crs.								
5	Merchandise		1746"17"9						
5	Charges			37"13"4					
5	Commission				54 " 7 " 2				
6	Insurance					108"3"0			
							1947	1	3

20	6	DEBENTURES *Dr. to Merchandise.*			
	5	For Amount of Bounties and Drawbacks on the Goods shipped ℔ the Dolphin, for Jamaica...D. B. pa.	132	15	–
20	6	INSURANCE *Dr. to London Assurance Company.*			
	11	For Premium on £1950 insured on Goods ℔ the Dolphin, Richard Lyon, for Jamaica, at 5 Guineas ℔ Cent. Policy 110/ .....D. B. pa.....	107	17	6
26	9	J. FORBES & Co. *Dr. to Mahogany on Commission.*			
	4	For Net Proceeds of 80 Planks, consigned them in July, due November 1st, as ℔ Account Sales received this day, amounting to £285 11 6 Irish, at 10½ ℔ Cent. exchange.....D. B. pa.....	258	8	9

(12) LONDON, SEPTEMBER, 1825.

			£	s.	d.
26	4	MAHOGANY ON COMMISSION *Dr. to Sundries.*			
	5	To Commission...our Com. on the above at 2½ ℘ Cent.	6	9	2
	7	To Waller & Co. for Net proceeds of 80 Planks ℘ the Columbus, due November 1st.....	220	3	7
			226	12	9
30	3	SUNDRIES *Drs. to Ship Minerva.*			
		For Amount of Freight, &c. from Jamaica, owing at this date, by the following Persons.....D.B.			
	12	John Panton.....	56	11	9
	10	Thomas Kilgour	82	14	3
	10	Smith & Tindal.....	124	17	–
	9	Brookes & Spencer	93	16	6
			357	19	6
15		SUNDRIES *Drs. to Sundries.*			
		For amount of the Duty and Freight on the following produce, consigned as ℘ the Minerva, from Jamaica, D.B. Pa.			

	——DRS.——	Duties.	Freights.			
4	Sugar on Comm°.....140 Hhds.	2514„ 3„10	565„13„10	3079	17	8
4	Rum on Comm°..... 52 Pun.	242„14„ 2	145„12„ 6	388	6	8
4	Cotton on Comm°.... 5 Bales.	9„ 4„10	6„18„ 7	16	3	5
4	Mahogany on Comm°.70 Plks.	38„ –„ 3	22„10„ –	60	10	3
	——CRS.——					
6	Duties.....	2804„ 3„ 1				
3	Ship Minerva.....		740„14„11	3544	18	–

LONDON, SEPTEMBER, 1825. (13)

			£	s.	d.
30	5	SUNDRIES *Drs. to Commission.*			
		For ½ ℘ Cent. on the following Sums paid and received.			

	*	Page A.C.B.	Sums Paid.	Sums Received.	£	s.	d.
7	Matthew Goodair		136 10 –	150 – –	1	8	8
7	Waller & Co		350 15 –	429 3 6	3	18	–
7	Mures, Fordyce & Co		330 15 –	- - -	1	13	1
7	John Hanson		225 15 –	- - -	1	2	7
8	J.&A. Sidney		553 8 –	- - -	2	15	4
8	Francis Barlow		250 – –	- - -	1	5	–
					12	2	8

			£	s.	d.
30		SUNDRIES *Drs. to Sundries.*			
		For Postage of Letters, and Interest due on the following Accounts to this date.			

	——DRS.——	Page A.C.B.	Postages.	Interest.	£	s.	d.
3	Ship Minerva		- - -	27 14 2	27	14	2
3	Ship Britannia, our ¼		- - -	7 3 6	7	3	6
3	Counting-Room & Cellars		- - -	8 2 6	8	2	6
7	Matthew Goodair		– 6 8	3 13 –	3	19	8
7	Waller & Co		– 11 –	7 18 9	8	9	9
7	Mures, Fordyce & Co		– 9 3	5 18 2	6	7	5
7	John Hanson		– 5 4	– 8 5	–	13	9
8	Hope Estate, our ⅓		- - -	39 13 10	39	13	10
8	J.&A. Sidney		– 15 6	– 1 1	–	16	7
8	Francis Barlow		– 4 8	– 3 4	–	8	–
	——CRS.——						
5	Charges		2 12 5				
5	Interest			100 16 9	103	9	2

* Account Current Book.

(14) LONDON, SEPTEMBER, 1825.

			£	s.	d.
30	8	PROPRIETORS OF HOPE ESTATE *Dr. to Sundries.*			
		For the following to close that Account...A. C. B. Pa.			
	5	To Commission for ½ ℘ Cent. on the sums rec. and paid.	4	–	–
	5	To Charges..... for Postage of Letters.....	–	12	6
	5	To Interest..... for Balance as ℘ Account.....	5	19	10
	8	To J.&A. Sidney for their ⅔ Balance of this Account.....	194	16	10
	8	To Hope Estate for our ⅓ Ditto .....Ditto	97	8	5
			302	17	7
30	5	INTEREST *Dr. to Sundries.*			
		For 3 months Interest due the Partners on £16000 of Stock this day.....D. B. pa.			
	1	To Henry Thornton.....on £12000.....	150	–	–
	1	To John Gordon.....on 4000.....	50	–	–
		£16,000	200	–	–
30	6	PROFIT AND LOSS *Dr. to John Gordon.*			
	2	For 3 months Salary due him this day, as Managing Partner.....D. B. pa.....	100	–	–

LONDON, SEPTEMBER, 1825. (15)

			£	s.	d.
30	6	PROFIT & LOSS *Dr. to Sundries*			
		To close the following Accounts to this date.			
	5	To Charges	12	9	9
	9	To Richard Mortimer	–	–	10
			12	10	7
30	6	SUNDRIES *Drs. to Profit and Loss.*			
		For Gain on the following Accounts to this date.			
	3	Ship Minerva	931	9	8
	3	Ship Britannia.....our one-fourth	123	5	8
	5	Interest	47	11	5
	5	Commission	203	10	4
	6	Insurance	–	5	6
			1306	2	7
30	6	PROFIT AND LOSS *Dr. to Stock.*			
	1	For Balance of the former Account, being the whole amount of our Gain for the last three months	1141	2	–

(16) LONDON, JUNE, 1825.

			£	s.	d.
30	12	BALANCE *Dr. to Sundries.* For Closing all Accounts that Balance in our favor.			
	1	To John Gordon	30	//	//
	2	To Cash	309	14	11
	2	To Funded Property	1851	2	3
	2	To Bills Receivable	2057	3	6
	3	To Ship Minerva	2600	//	//
	3	To Ship Britannia - our one-fourth	600	//	//
	3	To Rope-work Company our one-sixth	450	//	//
	3	To Counting-Room and Cellars	658	2	6
	4	To Sugar on Commission	3394	1	11
	4	To Rum on Commission	461	14	8
	4	To Cotton on Commission	16	3	5
	4	To Mahogany on Commission	60	10	3
	5	To Merchandise	27	3	10
	6	To Debentures	132	15	//
	7	To Matthew Goodair	15	1	6
	7	To Mures, Fordyce & Co.	103	3	6
	8	To Hope Estate in Jamaica - our one-third	3117	11	7
	8	To John & Archibald Sidney	802	4	1
	9	To James Forbes & Co.	258	8	9
	10	To William Todd	839	1	1
	10	To Smith & Tindal	124	17	//
	10	To Ash & Gurney	220	//	//
	12	To John Panton	303	6	5
	12	To Dennison & Son	777	6	1
	12	To Edward Hemming	536	19	10
			19746	12	1
30	12	SUNDRIES *Drs. to Balance.* For Closing all Accounts wherein the Balances are against us.			
	1	Henry Thornton	174	2	//
	2	Bills Payable	1087	4	//
	7	Waller & Co.	38	15	//
	7	John Hanson	43	12	10
	8	Francis Barlow	205	9	//
	9	Brookes & Spencer	329	19	6
	9	William Ainsworth	123	10	5
	10	Thomas Kilgour	29	15	//
	11	London Assurance Company	486	//	//
	11	James Hazard	89	19	4
	11	Stock in Co.	17141	2	//
			19746	12	1

END OF JOURNAL D.

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LEDGER D.

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Stock in Co. Dr.

1825				£	s.	d.
July	1	To Sundries	2	2644	11	10
Sep.	30	*To Balance*, for Net Capital	16	17141	2	//
				19785	13	10

And which Net Capital belong following Pro-

Henry Thornton ¾
John Gordon ¼

See Docquet.

Henry Thornton, London. Dr.

July	26	To Cash	3	100	//	//
Sep.	30	*To Balance*	16	174	2	//
				274	2	//

John Gordon, London. Dr.

Aug.	20	To Cash	5	60	//	//
Sep.	12	To Ditto	9	120	//	//
				180	//	//

CONTRA. Cr.

1825				£	s.	d.
July	1	By Sundries	1	18644	11	10
Sep.	30	*By Profit & Loss*, for Net Gain	15	1141	2	//
				19785	13	10

to the Partners in the portions, viz.

or - - - £12855 16 6
or - - - 4285 5 6

£17141 2 //

CONTRA. Cr.

July	1	By Stock	1	104	2	//
Aug.	28	By Cash	5	20	//	//
Sep.	30	*By Interest*, for 3 mos. Interest on £12,000 Capital	15	150	//	//
				274	2	//

CONTRA. Cr.

Sep.	30	*By Interest*, for 3 mos. Interest on £4000 of Capital	15	50	//	//
	//	*By Profit & Loss*, for 3 months Salary	//	100	//	//
	//	*By Balance*	16	30	//	//
				180	//	//

Cash. Dr.

1825				£	s.	d.
July	1	To Stock	1	2296	17	9
	31	To Sundries	3	2721	5	6
Aug.	31	To Sundries	5	2319	7	2
Sep.	30	To Sundries	9	2053	16	7
				9391	7	//

Funded Property. Dr.

July	1	To Stock	1	2023	12	3
Aug.	26	To Cash	5	1222	10	//
				3246	2	3

Bills Receivable. Dr.

July	1	To Stock	1	2440	16	//
	31	To Sundries	3	875	15	//
Aug.	31	To Ditto	5	919	13	6
Sep.	30	To Ditto	10	1647	19	//
				5884	3	6

Bills Payable. Dr.

July	31	To Cash	3	505	10	//
Aug.	31	To Ditto	5	866	14	//
Sep.	30	To Ditto	9	467	5	//
	//	*To Balance,* for our Acceptances, not due	16	1087	4	//
				2926	13	//

CONTRA. Cr.

1825				£	s.	d.
July	31	By Sundries	3	803	9	5
Aug.	31	By Sundries	5	2374	18	1
Sep.	30	By Sundries	9	5903	4	7
	"	*By Balance* on hand	16	1309	14	11
				9391	7	"

CONTRA. Cr.

July	28	By Cash	3	1395	"	"
Sep.	30	*By Balance*	16	1851	2	3
				3246	2	3

CONTRA. Cr.

July	31	By Cash	3	1032	10	"
Aug.	31	By Ditto	5	1908	6	"
Sep.	30	By Ditto	9	886	4	"
	"	*By Balance,* for Bills on hand	16	2057	3	6
				5884	3	6

CONTRA. Cr.

July	1	By Stock	2	1122	4	"
	31	By Sundries	3	580	15	"
Aug.	31	By Ditto	6	527	4	"
Sep.	30	By Ditto	10	696	10	"
				2926	13	"

Ship Minerva. Dr.

1825				£	s.	d.
July	1	To Stock	1	2750	"	"
Aug.	16	To Insurance	7	123	4	"
Sep.	26	To Cash	9	763	17	9
	30	*To Sundries* - (Interest)	14	27	14	2
	"	*To Profit & Loss*	15	931	9	8
				4596	5	7

Ship Britannia, our One-fourth. Dr.

July	1	To Stock	1	627	10	"
Sep.	30	*To Sundries*	14	7	3	6
	"	*To Profit & Loss*	15	123	15	8
				757	19	2

Rope-work Company, our One-sixth. Dr.

July	1	To Stock	1	450	"	"

Counting-Room and Cellars. Dr.

July	1	To Stock	1	650	"	"
Sep.	30	*To Sundries* - (Interest)	14	8	2	6
				658	2	6

CONTRA. Cr.

1825				£	s.	d.
Sep.	30	By Cash	9	897	11	2
	30	By Ditto	12	357	19	6
	15	By Sundries	13	740	14	11
	//	*By Balance*	16	2600	//	//
				4596	5	7

CONTRA. Cr.

Aug.	28	By Cash	5	157	19	2
Sep.	30	*By Balance*	16	600	//	//
				757	19	2

CONTRA. Cr.

Sep.	30	*By Balance*	16	450	//	//

CONTRA. Cr.

Sep.	30	*By Balance*	16	658	2	6

Sugar on Commission. Dr.

1825				£	s.	d.
July	1	To Stock	1	845	3	8
Aug.	31	To Sundries	7	1229	16	//
	//	To Charges	8	8	3	9
				2083	3	5
Sep.	30	To Cash	9	314	4	3
	15	To Sundries	13	3079	17	8
				3394	1	11

Rum on Commission. Dr.

July	1	To Stock	1	381	11	4
Aug.	31	To Sundries	6	670	3	10
	//	To Charges	8	9	6	//
				1061	1	2
Sep.	11	To Cash	9	73	8	//
	15	To Sundries	13	388	6	8
				461	14	8

Cotton on Commission. Dr.

July	1	To Stock	1	139	7	1
	20	To Sundries	4	317	6	1
Aug.	1	To Ditto	6	378	10	3
	31	To Charges	8	3	17	8
				839	1	1
Sep.	15	To Sundries	13	16	3	5

Mahogany on Commission. Dr.

July	1	To Stock	1	30	2	9
	22	To Thomas Kilgour	4	1	13	3
Sep.	26	To Sundries	12	226	12	9
	15	To Ditto	13	60	10	3
				318	19	//

CONTRA. Cr.

1825				£	s.	d.
Aug.	31	By Sundries	8	2083	3	5
Sep.	30	*By Balance*	16	3394	1	11

CONTRA. Cr.

Aug.	31	By Sundries	8	922	2	//
Sep.	26	By Cash	9	138	19	2
				1061	1	2
Sep.	30	*By Balance*	16	461	14	8

CONTRA. Cr.

July	20	By William Todd	4	378	10	10
Aug.	1	By William Todd	7	460	10	3
				839	1	1
Sep.	30	*By Balance*	16	16	3	5

CONTRA. Cr.

Sep.	26	By James Forbes & Co.	12	258	8	9
	30	*By Balance*	16	60	10	3
				318	19	//

MERCHANDISE. Dr.

1825				£	s.	d.
July	1	To Stock	1	235	13	4
Aug.	31	To Sundries	6	1671	3	3
				1906	16	7

CHARGES. Dr.

July	31	To Cash	3	6	3	8
Aug.	31	To Ditto	5	8	2	6
Sep.	30	To Ditto	9	60	9	3
				74	15	5

INTEREST. Dr.

Aug.	31	To Cash	5	1	2	7
Sep.	30	To Sundries	15	200	//	//
	//	*To Profit & Loss*	//	47	11	5
				248	14	//

COMMISSION. Dr.

Sep.	30	*To Profit & Loss*	15	203	10	4
				203	10	4

CONTRA. Cr.

1825				£	s.	d.
Sep.	20	By Sundries	11	1746	17	9
	"	By Debentures	12	132	15	"
	30	*By Balance*	16	27	3	10
				1906	16	7

CONTRA. Cr.

Aug.	31	By Sundries	8	21	7	5
Sep.	20	By Ditto	11	37	13	4
	30	By Ditto	"	2	12	5
	"	By Proprietors of Hope Estate	14	"	12	6
	"	*By Profit & Loss*	15	12	9	9
				74	15	5

CONTRA. Cr.

July	5	By Cash	3	40	"	6
	20	By Cotton on Commission	4	1	1	4
Aug.	27	By Cash	5	22	10	"
	1	By Cotton on Commission	6	1	18	6
	31	By Rum on Commission	"	5	2	3
	"	By Sugar on Commission	7	16	12	7
Sep.	30	By Cash	9	54	12	5
	"	By Sundries	14	100	16	9
	"	By Proprietors of Hope Estate	"	5	19	10
				248	14	"

CONTRA. Cr.

July	20	By Cotton on Commission	4	9	9	3
	31	By Insurance	"	18	17	"
Aug.	1	By Cotton on Commission	6	11	10	2
	31	By Rum on Commission	"	23	3	5
	"	By Sugar on Commission	7	52	1	6
	"	By Insurance	"	11	10	"
	20	By Sundries	11	54	7	2
Sep.	26	By Mahogany on Commission	12	6	9	2
	30	By Sundries	13	12	2	8
	"	By Proprietors of Hope Estate	14	4	"	"
				203	10	4

DEBENTURES. Dr.

1825				£	s.	d.
July	1	To Stock	1	180	5	//
Sep.	20	To Merchandise	12	132	15	//
				313	//	//

INSURANCE. Dr.

July	31	To Sundries	4	385	11	4
Aug.	31	To Ditto	7	331	13	6
Sep.	15	To Ditto	10	218	16	//
	20	To London Assurance Co.	12	107	17	6
	30	*To Profit & Loss*	15	//	5	6
				1044	3	10

DUTIES. Dr.

Sep.	30	To Cash	9	2804	3	1

PROFIT & LOSS. Dr.

Sep.	30	To Cash	9	52	10	//
	//	To John Gordon	15	100	//	//
	//	To Sundries	//	12	10	7
	//	*To Stock in Co.* for Net Gain	//	1141	2	//
				1306	2	7

CONTRA. Cr.

1825				£	s.	d.
July	26	By Cash	3	103	15	//
Sep.	28	By Ditto	9	67	10	//
	30	*By Balance*	16	132	15	//
				313	//	//

CONTRA. Cr.

July	31	By Sundries	4	385	11	4
Aug.	31	By Ditto	7	331	13	6
Sep.	15	By Ditto	10	218	16	//
	20	By Ditto	11	108	3	//
				1044	3	10

CONTRA. Cr.

Sep.	15	By Sundries	13	2804	3	1

CONTRA. Cr.

Sep.	30	By Sundries	15	1306	2	7
				1306	2	7

MATTHEW GOODAIR, Jamaica. Dr.

1825				£	s.	d.
July	1	To Stock	1	204	6	9
Aug.	10	To Bills Payable	6	136	10	//
Sep.	20	To Sundries	11	249	2	1
	30	*To Commission*	13	1	8	8
	//	*To Sundries*	14	3	19	8
				595	7	2

WALLER & Co. Jamacia. Dr.

July	1	To Stock	1	637	2	9
	10	To Insurance	4	214	14	6
Sep.	12	To Bills Payable	10	350	15	//
	20	To Sundries	11	184	15	4
	30	*To Commission*	13	3	18	//
	//	*To Sundries*	14	8	9	9
	//	*To Balance*	16	38	15	//
				1438	10	4

MURES, FORDYCE & Co. Jamaica. Dr.

July	13	To Bills Payable	3	330	15	//
	10	To Insurance	4	112	9	6
Sep.	20	To Sundries	11	333	16	8
	30	*To Commission*	13	1	13	1
		To Sundries	14	6	7	5
				785	1	8

JOHN HANSON, Jamaica. Dr.

July	6	To Insurance	4	58	7	4
Sep.	4	To Bills Payable	10	225	15	/
	30	*To Commission*	13	1	2	7
	//	*To Sundries*	14	//	13	9
	//	*To Balance*	16	43	12	10
				329	11	6

CONTRA. Cr.

1825				£	s.	d.
July	6	By Bills Receivable	3	150	"	"
Aug.	31	By Sugar on Commission	7	430	5	8
Sep.	30	*By Balance*	6	15	1	6
				595	7	2

CONTRA. Cr.

July	8	By Cash	3	150	"	"
Aug.	9	By Bills Receivable	5	279	3	6
	1	By Cotton on Commission	6	180	19	3
	20	By Rum on Commission	"	524	4	"
Sep.	15	By Insurance	10	84	"	"
	26	By Mahogany on Commission	12	220	3	7
				1438	10	4

CONTRA. Cr.

July	1	By Stock	2	520	4	"
Aug.	3	By Rum on Commission	6	117	14	2
	15	By Insurance	10	44	"	"
Sep.	30	*By Balance*	16	103	3	6
				785	1	8

CONTRA. Cr.

July	20	By Cotton on Commission	4	306	15	6
Sep.	15	By Insurance	10	22	16	"
				329	11	6

HOPE ESTATE IN JAMAICA, our One-third. Dr.

1825				£	s.	d.
July	1	To Stock	1	3175	6	2
Sep.	30	*To Sundries*	14	39	13	10
				3215	//	//

PROPRIETORS OF HOPE ESTATE. Dr.

Aug.	18	To Cash	5	173	15	//
	2	To Insurance	7	208	9	6
Sep.	20	To Sundries	11	739	6	2
	30	To Ditto	14	302	17	7
				1424	8	3

JOHN & ARCHIBALD SIDNEY, Jamaica. Dr.

Aug.	23	To Cash	5	42	14	//
	17	To Bills Payable	6	390	14	//
Sep.	10	To Ditto	10	120	//	//
	20	To Sundries	11	440	1	//
	30	*To Commission*	13	2	15	4
	//	*To Sundries*	14	//	16	7
				997	//	11

FRANCIS BARLOW, St. Kitt's. Dr.

July	16	To Bills Payable	3	250	//	//
Sep.	30	*To Commission*	13	1	5	//
	//	*To Sundries*	14	//	8	//
	//	*To Balance*	16	205	9	//
				457	2	//

CONTRA. Cr.

1825				£	s.	d.
Sep.	30	By Proprietors of Hope Estate	14	97	8	5
	"	*By Balance*	16	3117	11	7
				3215	"	"

CONTRA. Cr.

Aug.	20	By Sugar on Commission	7	730	16	3
Sep.	25	By Bills Receivable	10	625	12	"
	15	By Insurance	"	68	"	"
				1424	8	3

CONTRA. Cr.

Sep.	30	By Proprietors of Hope Estate	14	194	16	10
	"	*By Balance*	16	802	4	1
				997	"	11

CONTRA. Cr.

July	1	By Stock	2	272	19	8
Aug.	1	By Cotton on Commission	6	184	2	4
				457	2	"

JAMES FORBES & Co. Dublin. Dr.

1825				£	s.	d.
July	1	To Stock	1	640	10	//
Aug.	20	To Rum on Commission	8	500	5	//
Sep.	26	To Mahogany on Commission	12	258	8	9
				1399	3	9

RICHARD MORTIMER, Bristol. Dr.

July	1	To Stock	1	725	15	//
Aug.	6	To Sugar on Commission	8	522	2	10
				1247	17	10

WILLIAM AINSWORTH, Manchester. Dr.

Aug.	3	To Rum on Commission	8	201	17	//
Sep.	30	*To Balance*	16	120	13	5
				322	10	5

BROOKES & SPENCER, Birmingham. Dr.

Sep.	30	To Ship Minerva	12	93	16	6
	//	*To Balance*	16	329	19	6
				423	16	//

CONTRA. Cr.

1825				£	s.	d.
Aug.	12	By Bills Receivable	5	640	10	//
Sep.	6	By Ditto	10	500	5	//
	30	*By Balance*	16	258	8	9
				1399	3	9

CONTRA. Cr.

July	12	By Bills Receivable	3	725	15	//
Sep.	26	By Ditto	10	522	2	//
	30	*By Profit & Loss*	15	//	//	10
				1247	17	10

CONTRA. Cr.

Aug.	11	By Merchandise	6	322	10	5
				322	10	5

CONTRA. Cr.

July	1	By Stock	2	423	16	//
				423	16	//

William Todd, London. Dr.

1825				£	s.	d.
July	1	To Stock	1	210	12	//
	20	To Cotton on Commission	4	378	10	10
Aug.	1	To Cotton on Commission	7	460	10	3
				1049	13	1

Smith & Tindal, London. Dr.

July	13	To Cash	3	108	5	9
Sep.	10	To Ditto	9	286	10	3
	30	To Ship Minerva	12	124	17	//
				469	13	//

Ash & Gurney, London. Dr.

July	20	To Cash	3	53	10	//
Aug.	3	To Rum on Commission	8	220	//	//
				273	10	//

Thomas Kilgour, London. Dr.

July	20	To Cash	3	30	//	//
Sep.	30	To Ship Minerva	12	82	14	3
	//	*To Balance*	16	29	15	//
				142	9	3

CONTRA. Cr.

1825				£	s.	d.
Aug.	16	By Cash	5	210	12	//
Sep.	30	*By Balance*	16	839	1	1
				1049	13	1

CONTRA. Cr.

July	1	By Stock	2	108	5	9
Aug	31	By Merchandise	6	236	10	3
Sep.	30	*By Balance*	16	124	17	//
				469	13	//

CONTRA. Cr.

July	1	By Stock	2	53	10	//
Sep.	30	*By Balance*	16	220	//	//
				273	10	//

CONTRA. Cr.

July	1	By Stock	2	140	16	//
	22	By Mahogany on Commission	4	1	13	//
				142	9	//

London Assurance Company Dr.

1825				£	s.	d.
Sep.	15	To Insurance	10	156	//	//
	30	*To Balance*	16	486	//	//
				642	//	//

James Hazard, London. Dr.

Sep.	4	To Insurance	10	62	16	//
		To Balance	16	89	19	4
				152	15	4

Jones & Coleman, London. Dr.

Sep.	4	To Cash	9	399	7	6

Henry Hume & Son, London. Dr.

Sep.	8	To Cash	9	611	9	6

CONTRA. Cr.

1825				£	s.	d.
July	10	By Insurance	4	311	4	//
Aug.	31	By Ditto	7	222	18	6
Sep.	20	By Ditto	12	107	17	6
				642	//	//

CONTRA. Cr.

July	6	By Insurance	4	55	10	4
Aug	2	By Ditto	7	97	5	//
				152	15	4

CONTRA. Cr.

Aug.	31	By Merchandise	6	399	7	6

CONTRA. Cr.

Aug.	31	By Merchandise	6	611	9	6

JOHN PANTON, London. Dr.

1825				£	s.	d.
Aug.	4	To Sugar on Commission	8	246	14	8
Sep.	30	To Ship Minerva	12	56	11	9
				303	6	5

DENNISON & SON, London. Dr.

Aug.	10	To Sugar on Commission	8	777	6	1

EDWARD HEMMING, London. Dr.

Aug.	15	To Sugar on Commission	8	536	19	10

BALANCE. Dr.

Sep.	30	*To Sundries*	16	19746	12	1

CONTRA. Cr.

1825				£	s.	d.
Sep.	30	*By Balance* - - - - - - - - - - - - - -	16	303	6	5

CONTRA. Cr.

Sep.	30	*By Balance* - - - - - - - - - - - - - -	16	777	6	1

CONTRA. Cr.

Sep.	30	*By Balance* - - - - - - - - - - - - - -	16	536	19	10

CONTRA. Cr.

Sep.	30	*By Sundries* - - - - - - - - - - - - - -	16	1974	6	12	1

END OF LEDGER D.

APPENDIX:

CONTAINING,

I. QUERIES, with their ANSWERS, on Bills and Merchants' Accounts.

1. *What is meant by a* RECEIPT?

Ans. A Receipt is a written acknowledgement of having a sum of money, or a bill, in settlement of an Account.

2. *What is meant by a* BILL?

Ans. A Bill is a written obligation to pay a certain sum at a specified time.

3. *How many kinds of Bills are there?*

Ans. Two: INLAND and FOREIGN Bills.

4. *What is an* INLAND BILL?

Ans. A Bill payable in the same Country where it is drawn.

5. *How are Inland Bills distinguished?*

Ans. Into *Drafts* and *Promissory Notes;* the former containing an *order,* and the latter a *promise.*

6. *How many persons are generally concerned in an Inland Bill?*

Ans. Two: *The Drawer and Acceptor.*

7. *Who is meant by the* DRAWER?

Ans. The Person to whom the Bill is made payable, or who recovers the sum or value of the Bill.

8. *Who is meant by the* ACCEPTOR?

Ans. The Person on whom it is drawn, and who pays the value when due.

9. *What is meant by accepting a Bill?*

Ans. Signing your name under that of the Drawer, by which you bind yourself to pay it when due, as having received the value.

10. *What is meant by indorsing a Bill?*

Ans. The Holder of a Bill, before he can pay it away, when it has been made payable to his order, must *indorse it,* (by writing his name on the back of it, across the paper or stamp, and against the end of the line) being in effect a promise to pay, (if the Bill be duly presented,) should the *Acceptor,* or any of the preceding *Indorsers* fail.

11. *How many kinds of Indorsations are there?*

Ans. Two: BLANK and SPECIAL INDORSEMENTS.

12. *What is meant by a Blank or General Indorsement.*

Ans. Writing your name *only* on the back of the bill.

13. *What is meant by a special indorsement?*

Ans. When the Holder names the person to whom it is indorsed, the Bill is said to be specially indorsed.

14. *Which of the two Indorsements are to be preferred in remitting Bills?*

Ans. A special indorsement; because, should the Bill fall into improper hands, the person's name to whom it is indorsed must be *Forged* before it can be negociated, and consequently fraud or imposition is prevented as much as possible.

15. *When the Term of a Bill is expressed in Months, whether are Calendar or Lunar Months understood?*

Ans. Calendar Months are always understood.

16. *Explain this by an Example.*

Ans. Suppose a Bill, dated on the 1st January, and made payable at one month after date, the term or Month expires on the 1st February; and if a Bill be dated on 1st February at one month's date, the term expires on the last or 28th of February, in common years, but on the 29th in leap years.

17. *What is understood by* DAYS OF GRACE?

Ans. Days of Grace are a certain number of days granted after the term of the Bill is expired. Three days are allowed in Great Britain.

18. *Are Days of Grace allowed on Bills drawn at sight?*

Ans. No: They must be either paid, or protested, when presented.

19. *If a Bill falls due on a Sunday, or any holiday at the Bank, when must it be paid?*

Ans. On Saturday, or the day before the holiday.

20. *Is a Bill dated on Sunday considered valid?*

Ans. No: at least Bankers will not discount such, as it is presumed no business was transacted on that day.

21. *What is meant by getting a Bill discounted?*

Ans. To discount a Bill means to procure *Cash* for it before it falls due.

22. *How is this done?*

Ans. By indorsing the Bill to any person or banker, who pays the money, deducting *Interest* for the time it has to run.

23. *When a Bill is made payable at so many* WEEKS *after date, how is the time of Payment known?*

Ans. By allowing *seven* days to the week, and reckoning the number of days from the date of the Bill.

24. *What is meant by protesting a Bill?*

Ans. A Protest is an instrument in *writing* (taken by a notary public) in favour of the holder of the Bill, which is not duly *accepted* or *paid.*

25. *When should a Bill be* PRESENTED *for payment?*

Ans. Upon the last day of Grace, and within bank hours.

26. *When ought a Bill to be* PROTESTED, *if not paid?*

Ans. The evening of the day on which it falls due, or last day of grace.

27. *What is the consequence should the Holder neglect to protest the Bill in due time?*

Ans. He loses recourse against the *Drawer* and *Indorsers*, and can sue the *Acceptor* only for payment.

28. *When ought Inland Bills not paid to be returned?*

Ans. Inland Bills may be kept fourteen days, but not longer.

29. *How soon can payment of a Bill be inforced after it has been protested?*

Ans. A charge may be given immediately, and six days thereafter the *Acceptor* or his property may be attached.

30. *For what length of time is a Bill in force?*

Ans. A Bill continues effectual for six years, although not regularly protested; and forty years when duly protested.

31. *What is meant by a* FOREIGN BILL?

Ans. It is a written order from a person in one country, addressed to another in a different country, requiring him to pay a certain sum to a third person, or to his order, and that either on demand, or at a specified time.

32. *What is understood by* USANCE?

Ans. Usance is the time of one, two, or three months after date, or after sight, according to the custom of the places between which the *Exchanges run.*

33. *What is meant by double or treble usance?*

Ans. Double or treble usance, is double or treble the usual time; and half usance is half the time.

34. *How many Persons are generally concerned in a Foreign Bill?*

Ans. Sometimes three, but generally four; viz. two at the place where the Bill is drawn, and two in the country where it is payable.

35. *How are these Persons named?*

Ans. The Drawer, Payee, Drawee, and Holder.

36. *Who is meant by the* DRAWER?

Ans. The person who makes out the Bill.

37. *Who is meant by the* PAYEE?

Ans. The person to whose *order*, or in whose *favor* the Bill is drawn.

38. *Who is meant by the* DRAWEE?

Ans. The person on whom the Bill is drawn.

39. *Who is meant by the* HOLDER *of a Bill?*

Ans. The person to whom the Bill is indorsed, or in whose possession it remains at the time of payment.

40. *Who is meant by the* INDORSER?

Ans. The person who first writes his name on the back of the Bill.

41. *Who is meant by the* INDORSEE?

Ans. The person to whom the payee has indorsed the Bill.

42. *What is meant by a* SET OF EXCHANGE?

Ans. Two, three, or four bills drawn at the same time, of the same tenor nd date.

43. *For what purpose are these Bills so drawn?*

Ans. To be transmitted by different ships or posts, as a security against accidents or delays; and when one of them is *accepted* and *paid*, the others are null and void.

44. *How is the time of payment fixed on Bills after sight?*

Ans. The *Acceptor* marks the *date* of his acceptance, and the term of the Bill is computed from the time it was accepted, and not from the time it was drawn.

45. *When ought Foreign Bills not paid to be returned to the party from whom they were received?*

Ans. Foreign Bills should be returned in course of post, or at all events within three posts.

46. *What is meant by a Bill of Parcels?*

Ans. A Bill of Parcels is a note of the quantity and value of goods sold, and delivered by the *Seller* to the *Purchaser*, along with the goods.

47. *How is a Bill of Parcels made out?*

Ans. When it is a copy of the Goods sold, and delivered at the time of purchase, the expression is, *Bought of A. B.*

48. *If a Bill of Parcels be for goods sold at a former period, how is it expressed?*

Ans. We write, Mr. *C. D. to A. B.*; or Mr C. D. to A. B. *Dr.*; and place the dates (if more than one) on the margin. This is called a general account.

49. *What is an Invoice?*

Ans. An Invoice is an account of Goods generally sent off by sea, either in consequence of an order from the Person to whom they are sent, and at his risk, or consigned to him for sale, at the risk of the Shipper.

50. *For what purpose is the clause, "Errors Excepted" prefixed to Invoices, and other accounts?*

Ans. That the Subscriber may have it in his power afterwards to correct errors, should any be discovered.

51. *What is an Account Sales?*

Ans. It is an account of goods sold on *Commission*, drawn out by the Agent, and sent to his employer, who made the consignment.

52. *What is meant by the* NET PROCEEDS?

Ans. The Sum which remains after all charges attending the sales have been deducted, and which sum is due to the person from whom you received the consignment.

53. *When the debts are not guaranteed by the agent, but are at the risk of the employer, how should he make out the Account-Sales?*

Ans. In the *Preamble* it may be stated at whose risk the goods have been sold, or the agent should prefix to his signature, "*Bad debts excepted*," otherwise, in strictness, he becomes accountable for the same.

54. *When the Agent guarantees the debts, is it necessary to mention in the Account-Sales the names of the Purchasers?*

Ans. It is not absolutely necessary, although in many instances it is done; because it is a matter of indifference to his Employer to whom he sold the goods.

55. *What is the duty of an Agent?*

Ans. An agent should procure the intelligence of the state of trade at the place where he resides; of the quantity and quality of the goods in the market; their present prices, and the probability of their rising or falling; to pay exact obedience to the order of his Employers; to consult their interest in matters referred to his discretion; to execute their business with all possible dispatch; to be early in his intelligence; correct in his Accounts; and punctual in his correspondence.

56. *What is meant by an Account-Current?*

Ans. An Account-Current is a state of our Mercantile Transactions with any person, drawn out in a plain circumstantial manner, arranged in the form of *Dr.* and *Cr.*, and which exhibits the state of our affairs *up to the date* at which it is made out.

57 *Does it require a knowledge of Book-keeping to understand the nature of an Account-current?*

Ans. Yes: because the particulars are narrated as expressed in the Journal; and where the collective term *Sundries* occurs in the Ledger, every reference is supplied.

58. *How is interest calculated on Accounts-Current?*

Ans. The usual method is to compute the interest on each sum respectively on the *Dr.* and *Cr.* sides of the account.

59. *Is there not a preferable to this?*

Ans. Yes: the best method is to add and subtract the sums on the Dr. and Cr. sides as they become due, and then multiply the several *balances* by the days which intervened between each transaction, and if the balances be due at one time to *you*, and at another to your *Correspondent*, extend the products in separate columns, and compute the interest in the *difference* of the sums of these columns.

60. *Why should a preference be given to this last method?*

Ans. Because it is not only more expeditious, by reducing the computation to one operation (by a common divisor), but this method exhibits the *balance* due to the respective parties at the different dates of the transactions.

II. QUERIES, with their ANSWERS, on Book-keeping.

1. *What is* BOOK-KEEPING?

Book-keeping is the Art of recording the Transactions of Persons in Trade, in such a manner as to exhibit a distinct view of the state of their Affairs.

2. *What is meant by* SINGLE ENTRY?

SINGLE ENTRY chiefly records Transactions on *credit* by simply *debiting* the Person who receives any thing, and *crediting* the Person who gives or delivers any thing. Of course the Ledger affords to the Owner no other knowledge but the debts which are owing him, and what he owes to others.

3. *What is understood by* DOUBLE ENTRY?

When Books are kept on the principles of DOUBLE ENTRY, every Sum or Transaction which is entered on the Dr. side of any Account, the same sum must be carried to the *Cr.* side of other Accounts. The Ledger exhibits in a concise point of view, not only the debts due to, or by you, as in *Single Entry;* but also the amount of the *Cash* and *Bills* — the amount of the *Purchases* and *Sales*, the value of the Goods on hand, the *Gain* or *Loss* on each article, or on the whole.

4. *How many methods are there of Book-keeping as founded on distinct principles?*

Ans. The MODE or FORM of keeping Books, varies according to the peculiar nature of the Business; but there are, strictly speaking, only two methods: namely, Book-keeping by *Single* and by *Double* Entry.

5. *What information should a Merchant's Books exhibit?*

Ans. The information which a Merchant's Books exhibit, may be reduced to the three following heads?

1st. The Debts owing to him, and those which he owes to others.

2d. The Goods or other Property belonging to him at commencement or last balance; the amount sold or otherwise disposed of; and the quantity and value still on hand.

6. *What is the use of the Day-Book?*

Ans. The DAY-BOOK records the sales, or disposal of Goods; and every other Transaction which cannot with propriety be entered in the Subsidiary Books, as *Cash* and *Bills*, &c.

7. *How many Subsidiary Books are generally used in Business?*

Ans. The number of *Subsidiary Books*, vary according to the nature of the

business; but the following are the principal Books.—*Invoice Book — Book of Shipments—Sales' Book —Cash*, and *Bill-Books.*

8. *What is the use of the* JOURNAL?

Ans. The JOURNAL contains an arrangement of the whole transactions in each month, the *Drs.* and *Crs.* pointed out, that they may be easily posted into the Ledger.

9. *What is the use of the* LEDGER?

Ans. The LEDGER collects together transactions of the same, or similar kind, under their respective heads, and for this purpose it is divided into several Accounts, the *Dr.* and *Cr.* sides being opposite.

10. *What is the General Rule for distinguishing Dr. and Cr.?*

Ans. Every *Article* received, or Person accountable to you is *Dr.*, and every *Article* sold or delivered, or Person to whom you are accountable is *Cr.*; Or in other words: every *thing* received, or Person receiving any thing is *Dr.*, and every *thing* sold or delivered; or Person delivering any thing is *Cr.*

11. *How is the first part of the Inventory journalized?*

Ans. SUNDRIES *Drs. to Stock.*

Cash, for the balance on hand, — *Goods* or *Property* for the value ℔ Inventory. — *Bills Receivable*, for accepted bills in your possession. — *Personal Accounts*, for the sums due to you in open Accounts.

12. *How is the second part of the Inventory journalized?*

STOCK *Dr. to Sundries.*

To *Personal Accounts* for the sums you owe in open Accounts; and to *Bills Payable* for your acceptances not due or paid.

I. How are the following CASH TRANSACTIONS stated?

13. *When you receive payment of a Personal Account?*

Ans. I *debit* Cash, and say *To A. B., received of him,*

14. *When you pay a Personal Account?*

Ans. I *credit* Cash, and say *By A. B., paid him.*

15. *When you receive Payment, and allow a Discount?*

Ans. I *debit* Cash *To A. B.* for the full sum; and then *credit* Cash, and say *By Interest* for Discount.

16. *When you pay Money, and receive a Discount?*

Ans. I *credit* Cash, *By A. B.* for the whole sum, and then *debit* Cash, and say, *To Interest* for discount.

17. *When you receive Rents, Freights, &c. from Accounts of Property?*

Ans. I *debit* Cash, and say, *To the Property*, from which they arise.

18. *When you receive money* not connected, *with any Account?*

Ans. I *debit* Cash, *To Profit and Loss*, if it be a gain arising from the business: or, I *debit* Cash *To Stock*, if it be a sum which does not arise from the business, such as a legacy received, or a wager won.

19. *When you pay Charges on Accounts of Property?*

Ans I *credit* Cash, and say, *By the Property*, for repairs, or the like.

20. *When you pay money* not connected *with any Account?*

Ans. I *credit* Cash, *By Charges*, if any incidental charge.
or *By House Expenses*, for private expenses.
or *By Profit and Loss*, for Interest on Money borrowed.

II. *How are the following* BILL TRANSACTIONS *recorded.*

21. *When you receive a Bill in settlement of an Account?*
Ans. I make Bills Receivable *Dr.* to A. B.
22. *When you grant or Accept a Bill?*
Ans. I make the Person (A. B.) to whom granted, Dr. to *Bills Payable.*
23. *When you receive payment of a Bill?*
Ans. I *debit* Cash, and say, *To Bills Receivable.*
24. *When you pay or retire a Bill?*
Ans. I *credit* Cash, and say, *By Bills payable.*
25. *When you discount a Bill?*
Ans. I first debit Cash, and say, *To Bills receivable* for the sum of the Bill, and then *credit* Cash, and say, *By Interest* for the discount.
26. *When you indorse or pay away a Bill?*
Ans. I enter *A. B.* (to whom indorsed) *Dr. to Bills Receivable.*
27. *When you draw and remit a Bill?*
Ans. I may either make *A. B.* (to whom remitted) *Dr. to C. D.* on whom drawn; or, *Bills Receivable Dr. to C. D.*, and then *A. B. Dr. to Bills Receivable.*
27. *When you renew a Bill?*
1st. *If the Bill be in my own hands;*
I make *A. B.*, the Acceptor, *Dr. to Sundries;* viz. *To Bills Receivable,* for the sum of the old Bill; *To Interest,* for the interest included in new Bill.—And then *Bills Receivable Dr. to A. B.* for the new Bill.
Note. This entry supposes interest included in the new Bill. If the interest for the additional time be paid in Cash; I *debit* Cash, and say, *To Interest;* or, if no Interest is allowed, there is no necessity for any entry when the Bill was renewed.
2d. *If I have indorsed or paid away the Bill?*
Ans. I *credit* Cash, *By A. B.* when you pay his Bill, and then *A. B. Dr.* to *Interest* for the interest; lastly, I enter *Bills Receivable Dr. to A. B.* for the new Bill.
28. *When you protest a Bill?*
1st. *If the Bill be in my own hands;*
I enter *A. B.*, from whom we received it *Dr. to Bills Receivable;* and then I credit *Cash*, and say, *By A. B.* for expenses of protest.
2d. *If I have paid away or remitted the Bill;*
I *credit* Cash, *By A. B. paid* his bill.

or,

A. B. Dr. to Sundries; viz. *To C. D.* (to whom the bill was remitted) for the amount of the Bill, with charges of protest: and *To Charges* for additional expences paid by us.

IV. *How are the following Transactions in* PURCHASING GOODS *stated.*

29. *When you buy Goods for Cash?*
Ans. I *credit* Cash, and say, *By Goods.*
30. *When you buy Goods on Credit?*
Ans. I make Goods Dr. to A. B. (the purchaser.)
31. *When you purchase Goods on Bill?*

Ans. First, I make Goods *Dr.* to *A. B.*, and when I accept his draft; I make m *Dr. to Bills Payable.*

32. *When you pay freight, duty, or other charges on Goods?*

Ans. I credit Cash: *By Goods* paid charges.

V. *How are the following Transactions in* SELLING GOODS *entered?*

33. *When you sell Goods for Cash?*

Ans. I debit CASH, and say, *To Goods,* for the amount.

34. *When you sell Goods on credit?*

Ans. I make *A. B.* (the buyer) *Dr.* to Goods.

35. *When you sell Goods on Bill?*

Ans. First I make *A. B. Dr. to Goods,* and then when he accepts my draft on him. I enter *Bills Receivable Dr.* to *A. B.*

36. *When you receive a Bounty or Drawback on Goods exported?*

Ans. I make DEBENTURES *Dr. to Goods;* and when I receive payment, I debit CASH, *and say, To Debentures?*

VI. *How are the following Transactions in* BARTERING *or* EXCHANGING *Goods stated?*

37. *When the value* received *is exactly equal to the value* delivered?

Ans. I make GOODS received *Dr.* to GOODS delivered.

38. *When the values are unequal, and the difference to be settled at a future period?*

Ans. I first make GOODS *received Dr.* to *A. B.* for the amount, and then *A. B. Dr.* to GOODS *delivered* for their amount.

39. *When the values are unequal, and the difference settled by Cash or Bill at the time?*

Ans. 1*st.* If the value received be greater, I enter Goods *Dr.* to *A. B.* for the amount; then I credit CASH *By A. B.* for the sum paid him, and *A. B. Dr.* to *Bills Payable* for the amount of my Bill. 2*dly.* If the value delivered be greater, I make *A. B. Dr. to Goods* for the amount; then I debit CASH *To A. B.* for the sum I received; and *Bills Receiveable Dr. to A. B.* for his acceptance.

VII. *How are the following Transactions in* SHIPPING GOODS entered?

40. When you ship off Goods in consequence of orders?

Ans. I make A. B. *Dr.* to Sundries.

41. *When you ship off Goods to your Agent as an adventure?*

Ans. I make ADVENTURE to—*Dr.* to *Sundries,* viz. *To* Goods, *To* Charges, *To* Commission, and *To* Insurance, (if any.)

42. *When the Agent renders an Account-Sales?*

Ans. I enter AGENT *Dr. to Adventure to*—for the *Proceeds,* which, if greater than the outset charge, the difference is gain.

43. How is the Account closed?

Ans. I make ADVENTURE to—*Dr. to Profit and Loss;* but if there has been a loss, I reverse the entry.

VIII. *How are the following Transactions relating to* Goods received to sell on Commission, *stated?*

44. *When you pay charges on Goods consigned?*
Ans. If *Credit*, Cash, and say, *By Goods on Commission.*
45. *When you make a sale of these Goods?*
Ans. If for *Cash*, I debit Cash *To Goods on Commission*; or if *on credit, A. B. Dr. to Goods on Commission.*
46. *When you take any of these Goods to Account?*
Ans. I make, Goods *Dr. to Goods on Commission.*
47. *When you make out the Account-Sales?*
Ans. I enter, Goods on Commission *Dr. to Sundries*, viz. *To* Charges, *To* Commission, *To* Consigner for net Proceeds.

IX. *How are the following Transactions in* making Insurances *Journalized?*

48. *When you effect Insurance on your own Account on Goods* outward?
Ans. If on Goods by way of Adventure, I make Adventure *Dr. to the Broker or Assurance Company*; or, if on Goods ℔ order of another person, I enter *A. B. Dr. to Sundries*, viz. *To the Broker* for prem. and policy; *To Commission* for ½ ℔ Cent.
49. *When you effect Insurance on your own Account, on Goods homeward?*
Ans. I enter Goods *Dr. to the Broker* or Company, for premium and policy.
50. *When you effect Insurance on another Person's account?*
Ans. I make the Person *Dr. to the Insurance Company.*
51. *When a return of premium is claimed for convoy and arrival, for insurance on another person?*
Ans. I make the Broker or *Insurance Company Dr.* to *A. B.*, for whose account the insurance was made.
52. *When a return of premium is claimed on your account for convoy and arrival?*
Ans. I make the Broker or Insurance *Dr. to the Goods* on which the insurance was made.

X. *How are the following Transactions in* Bankruptcy *stated?*

53. *When the failure is a total loss?*
Ans. I make Profit and Loss *Dr. to the Bankrupt*, for the amount of my claim.
54. *When you receive a Composition?*
Ans. If in Cash, I debit Cash *To the Bankrupt;* or, if a Bill, *Bills Receivable Dr. to Ditto;* then *Profit and Loss Dr. to the Bankrupt* for my loss.
55. Should the Bankrupt at any after period voluntarily pay the deficiency?
Ans. I debit *Cash, To Profit and Loss* for the sum received.
56. *When the Loss by a Failure is known at the time of Balancing?*
Ans. I make Profit and Loss *Dr. to the Bankrupt* for the loss, and carry the difference to the *Balance Account*, which is the composition which I have to receive.

Queries on the Ledger Accounts and Balancing the Books.

1. *How many kinds of Accounts does the Ledger contain?*

Ans. When the Books are kept by Double Entry, the Ledger contains the three following, viz. Personal, Real, and Nominal, Accounts.

2. *What does* Personal Accounts *contain on the Dr.* and *Cr. sides?*

Ans. A. B., or any Person's account, contains on the *Dr.* sides the sums which he is accountable to me; and on the *Cr.* those for which I am accountable to him. The balance shows how much is owing.

3. *How are Personal Accounts balanced?*

Ans. If the *Dr.* side be greatest, enter the difference of *Balance*, and if the *Cr.* be greatest, the contrary; first *crediting* or *debiting* the account for the difference accordingly.

4. *What* does Bills Receivable Account contain on the Dr. and Cr. sides?

Ans. Bills *Receivable* contains on the *Dr.* the Bills I receive for any debt owing me; and on the *Cr.*, those I receive payment of, or which I discount, or pay away.

5. *How is Bills Receivable Account balanced?*

Ans. By carrying the difference (which is the Bills on hand) to the *Dr.* of *Balance*, first crediting the account for the same.

6. *What does* Bills Payable *Account contain on the Cr. and Dr. sides?*

Ans. Bills Payable contains on the *Cr.*, the Bills I accept; and on the *Dr.*, those I have paid.

7. *How is Bills Payable Account balanced?*

Ans. By carrying the difference (which is the sum I owe in accepted Bills) to the *Cr.* of *Balance*, first *debiting* the account for that sum.

8. *What is meant by the term* Real Accounts?

Ans. Real Accounts are Accounts of any kind of *Property*, such as *Cash, Goods, Ships, Houses, Lands*, or the like.

9. *What does* Cash *contain on the Dr. and Cr. sides?*

Ans. Cash contains on the *Dr.* the sums of money I receive, and on the *Cr.* the money I pay.

10. *How is the Cash Account balanced?*

Ans. By carrying the difference (which is the money on hand) to the *Dr. of Balance.*

11. *What does* Goods *contain on the Dr. and Cr.?*

Ans. Goods, or any other *Property*, contains on the Dr. the amount of the purchases, and all charges; and on the *Cr.* the sales and other returns.

12. *How is an Account of Goods balanced?*

Ans. 1*st.* When the Goods are all sold, by *Profit and Loss*, if the Cr. side be greater the difference is gain, which I carry to the *Cr.* of *Profit and Loss account*; but if the Dr. side be greater, the difference is loss, which I carry to the *Dr.* side of *Profit* and *Loss*. 2*d. When the Goods are all on hand*, I enter the amount or value on the *Dr.* side of *Balance*, first crediting the account for the same. 3*d. When part of the* Goods is on hand, I ascertain the value of the part unsold, which I enter on the *Cr.* side of the account, then the difference of the two sides will show the *gain* or *loss*, which I carry to the proper side of Profit and Loss, and the value on hand to the *Dr.* side of *Balance.*

13. *What is meant by* Nominal Accounts?

Ans. Nominal Accounts are those of Stock and Profit and Loss.

14. *What does the* STOCK *Account represent?*

Ans. STOCK represents the Name of the Owner of the Books.

15. *What does* STOCK *contain on the Dr. and Cr. sides?*

Ans. The *Dr.* sides contains the amount of my debts, and the *Cr.* the amount of my effects at last Balance, or at begining the Books.

16. *What does the different of the two sides* of STOCK *show?*

Ans. My Stock or Capital at the period referred to.

17. *What does the* PROFIT AND LOSS *Account on the Dr. and Cr. sides?*

Ans. PROFIT and Loss Account contains on the *Dr.* every article of *loss* or charge against the business; and on the *Cr.* every article of *gain* or advantage arising from the business.

18. *What does the difference of the Profit and Loss Account show, when the several items from closing the Ledger Accounts are posted?*

Ans. The difference shews the Net *Gain* or *Loss* on the business.

19. *To What Account is the difference of* PROFIT AND LOSS *carried, at Balancing?*

Ans. To the *Cr.* of STOCK, if there has been a *gain* on the Business; but to the *Dr.* side if a *loss.*

20. *What does* CHARGES ACCOUNT *contain on each side?*

Ans. On the *Dr.* side are entered all Expenses paid or incurred on the business which do not belong to any particular account; on the *Cr.* usually the sums we charge our Employers, for warehouse rent, postages or the like.

21. *What does* HOUSE EXPENSES *contain on each side?*

Ans. On the *Dr.* side the sums of money, or the value of any thing else, taken for private use. If there be any entry on the *Cr.* it must be for a sum which was withdrawn, and not all expended at the time of *balancing* the Books.

22. *What does the* COMMISSION ACCOUNT *contain on each side?*

Ans. On the *Cr.* side the sums I receive as an allowance for transacting business for others. If there is any entry on the *Dr.* it must be for commission which I owe to others, for instance, Bankers on whom we draw Bills charge a commission.

23. *What does* INTEREST ACCOUNT *contain on each side?*

Ans. On the *Dr.* side, all sums paid or incurred by me, for interest or discount on Bills or Accounts, in receiving a settlement; on the *Cr.* side the sums for interest, or discount allowed me.

24. *How are these* FOUR LAST ACCOUNTS *closed?*

Ans. By carrying the difference to the proper side of the PROFIT AND LOSS Account

25. *What does* BALANCE ACCOUNT contain on the *Dr.* and *Cr.* sides; and what does the difference of this Account show?

Ans. BALANCE contains on the *Dr.* the *Cash* on hand, and other *Property* which belongs to me, and all debts due me; the *Cr.* side contains the sums I owe in open Accounts, and in Bills accepted by me. The difference therefore shows my Net Capital at the time of *Balancing.*

26. *Explain the reason why the difference of* STOCK *agrees with the difference of* BALANCE *at closing the Books?*

Ans. The STOCK ACCOUNT contains on the *Dr.* the amount of my *Debts,* and on the *Cr.* side the amount of my *Effects* at opening the Books. The difference shows my Capital at that time, and when my net *Profits* are added, or *Losses* deducted from this sum, it will show my Capital at the time of *Balancing.* The *Dr.* side of the BALANCE ACCOUNT contains my *Effects,* and the *Cr.* my

Debts at that time, and the difference must therefore also show my *net Capital*, and both will correspond if the Books be correct.

27. *In a Set of Books balanced, what two Accounts in the Ledger will show the Merchant's net Capital or deficiency?*

Ans. The STOCK and the BALANCE Accounts.

WE shall conclude these QUERIES on Book-keeping, by proposing the following, in COMPANY TRADE:—

1. *What is* PARTNERSHIP?

Ans. PARTNERSHIP is when two or more Persons unite in Trade, and agree to divide the *Profits* or sustain the *Losses* arising from the Business.

2. *How should the* BOOKS of a COPARTNERY *be kept?*

Ans. The *Books* of a *Co-partnery* should be kept as if they belonged to one Person only, but the *plural* number should be used, *we, us,* and *ours,* instead of *I, me, mine,* and the like.

3. *When the* CAPITAL *to be employed in the Concern is fixed on?*

Ans. SUNDRIES *Drs. to Stock in Co.;* each PARTNER for his share or proportion which he means to advance.

4. *When these* SHARES *are paid in?*

Ans. CASH, or the ARTICLE *Dr.* to *Sundries*; to each Partner for the amount of his share.

5. *Is one* ACCOUNT *in general sufficient for each Partner, and how should it be kept?*

Ans. YES: and it should be kept in the same manner as that of any neutral Person.

6. *What should the* PARTNERS' ACCOUNTS *exhibit?*

Ans. They should exhibit only the *money* paid, or any other *articles* received from the Concern for private use, together with the Interest on their respective shares.

7. *How are these* ACCOUNTS *closed?*

Ans. The *Balance* is carried forward like any other personal Account, until the profits be divided, or an alteration in the shares takes place, or the term of the Co-partnery expire, previous to any of which these Accounts must be closed.

8. *When the* CAPITAL *is to be increased?*

Ans. The Entries are the same as at Commencement of the Business.

9. *When the* CAPITAL *is to be decreased?*

Ans. Reverse these Entries.

10. *When the* PROFITS *are to be divided among the Partners?*

Ans. Enter PROFIT AND LOSS *Dr. to each Partner.*

11. *When the* PROFITS *are to be applied to increase the* STOCK?

Ans. PROFIT AND LOSS *Dr. to Stock in Co.*

12. *If there has been a* LOSS *on the* BUSINESS?

Ans. The above Entries are reversed.

13. *When an alteration in the* SHARES *takes place?*

Ans. The BOOKS must be previously *Balanced,* and the Partners' accounts closed.

14. *What is the* STOCK ACCOUNT *to be considered?*

Ans. STOCK is to be considered as a Joint Account, to be divided at such periods, and in such proportions as are directed by the articles of Co-partnery.

15. *What should the* STOCK ACCOUNT *exhibit?*

Ans. The STOCK *Account* should always include the amount or value of the COMPANY'S EFFECTS, both *real* and *personal.*

III. EXERCISES for the Improvement of the Student.

RECEIPTS.

Write Receipts for the following Transactions.

1. I received on the 18th May, 1825, from Sheldon & Sons, £241 „ 3 in full, of Madder: required the form of a Receipt?
2. Borrowed from Henry Sheldon, £150, on 10th June, which I am to repay on the 20th —What is the form of an acknowledgment for the same?
3. On 13th June, I paid my Landlord half a year's rent of Warehouse, viz. £25 —What is the form of a Receipt for the same?
4. April 15th, received from Henry Watt £200, on Account of Richard Conder, New York —Required the form of a Receipt which I should give to H. Watt?
5. Received on the 8th April Thomas Allwood's Pro. Note, at 3 mo., ℔ £147 „ 7 „ 6 payable to my order, for Goods sold and delivered to him: —What is the form of the Receipt I should give him?
6. A. B. delivers a Bill of Parcels, amounting to £135 „ 10, to C. D., who pays it. A. B. acknowledges the same at the foot of the Account, and also gives C. D. a stamp Receipt — Required the form of each?

PROMISSORY-NOTES AND DRAFTS.

Draw out Bills for the following Transactions, date them from some Town, and where the day of the month and year are not given, insert them.

1. Draw out a Note at 3 months, dated at the time of writing it: A. B. payable to C. D. for £320.
2. At 30 days, E. F. to G. H. for £17 „ 12 „ 6.
3. At 21 days' sight, J. K. dated from Bristol, ℔ £75 „ 16.
4. At 4 months, L. M. to N. O. for £623 „ 12 „ 6, from Liverpool, payable in London.
5. Accommodated A. B. with my Note, for £150, at 3 months, and took his Acceptance of the same date, term, and sum —Required the form of each Bill.
6. Settled my Account with C. D. which is £130 „ 10, and gave him my Note at 4 months, including interest — Required the form, and the sum for which the Bill was drawn?
7. I am desired to draw a Bill on John Howie & Co, dated 7th Jan., @ 2 mo. date, for £110 „ 4 — Required the form?

8. Edward Weston of Manchester, has drawn on me a Bill for £370 „ 1, dated 3d Jan., at 31 days' date, payable to Wm. Jones—Required the form?
9. Drawn on Sheldon & Sons, a Bill in favor of James Fielding & Co. 14th March, at 3 months, ℔ £267 „ 15 „ 2—Required the form of the Draft?
10. Robert Runcorn & Co. of Manchester, have drawn in favor of T. Adair, dated 13th March, which I have accepted, and by agreement was to be allowed 5 ℔ Cent discount. The amount of their Account is £452 „ 8 —Required the Form, and the sum for which the Bill was drawn?

FOREIGN BILLS.

1. Richard Conder, of New York, has drawn a Bill on me for £150 *sterling*, dated 6th January, 1818, @ 50 days after sight, in favor of J. Hill, which I accepted on the 27th February—Required the form of the Bill when it becomes due—and how it should be recorded in the Books?
2. I have received a Bill from Richard Conder, New York, drawn by himself upon G. Kay, London, ℔ £400 *sterling*, dated 20th February, 1825, at 30 days' sight, and which was accepted 24th March—Required the form, and when due; also the form of a Letter of Advice when duly accepted?
3. I wish to know how the other two Bills of the Set of the Exchange of the same tenor and date as the above were drawn out?
4. Required the form of a Bill from New York on London, which was remitted me by Richard Conder, drawn by J. Blake, dated 16th April, 1818, at 40 days' sight, payable to Matthew Tindal upon Lees & Co. London, and accepted by them on 16th May, and when it becomes due?—N. B. The above Bill was *specially* indorsed by M. Tindal to Richard Conder, and by Conder to me—Required these forms, and how the different clauses of the Bill is to be recorded in the Bill-Book?

Required the proper Entries for the following Cases.

BUYING AND SELLING.

1. I sold to J. Howie & Co. on the 4th January, 1825, 75 bundles of Water Twist, amount £116 „ 12 „ 6, payable in 3 months—Required the form of the Bill of Parcels, and the Journal Entry?
2. On the 12th Feb. 1825, I sold to Thomas Allwood 56 bundles of Water Twist, amount £86 „ 6 „ 6; and 4 Casks of Dutch Madder, amount £153 „ 19 „ 9; at the same time I received in part £50, and a Bill on J. Berry for £135 „ 10, and he owes me the Balance—Required the form of the Bill of Parcels, giving him credit for the payments made; and what are the proper Entries?
3. Bought from Samuel Johnson, on the 14th February, 618 bundles Water Twist, which cost £877 „ 12—On the 16th March I accepted two Bills drawn by him on me, one payable to Burke & Moore dated 1st March, at 3 months, for £203 „ 6 „ 6; the other in favor of T. Austin, 14th March, at 3 months, £300 „ 16—Make out the Bill of Parcels, and give me credit for the two Bills, and Journalize the transaction?

4. Exchanged 550lbs. Cotton yarn, amount £250 „ 10; for 200 pieces Cambrics, value £248 „ 3 and received the balance in Cash—How should this be entered?

CASH.

1. I bought at Public Sale on the 5th January, 1825, 399lbs. Mule Twist, and paid the amount £124 „ 10— Required the form of a Bill of Parcels, and the necessary entry in the Books?
2. On the 3d March, I sold for Cash, to Jos. Heron, 66lbs. Mule Twist, £21 „ 9 „ 6 — Make out a Bill of Parcels, and enter the transaction in the Books.
3. Having discounted at the Banker's Ord & Davis's Bill for £212 „ 6. I paid Discount £2 „ 3 „ 8 — How am I to enter this transaction in the Cash-Book?
4. Paid Duty, Freight, and Charges on 110 Casks Ashes, £81 „ 4 „ 10—What is the necessary entry?
5. Received from William Fenton, in full of his account, net £73 „ 6 and allowed him £3 „ 17 „ 6 of discount—How should this transaction be entered?
6. I have received a Legacy of £500—What Accounts should I place it to?
7. Lost my Pocket-Book, which contained in Bank Notes £35 „ 10, and having advertized it (but without success) which cost me 30/—What are the proper entries?
8. I paid J. Fielding & Co, in full of their account, which was £280 „ 10 from which they allowed me a Discount of £14 „ 0 „ 6. — How should this transaction be entered in the books?
9. I paid my Acceptance to J. Fielding & Co. on *Discount*, for £156 „ 7 „ 8, and they allowed me 31 day's Discount, which is 13/3. — How should I record the same in the Books?
10. Ord & Davis having become insolvent, and as their acceptance to me ℔ £212 „ 6 is due this day, which I had discounted, I am under the necessity of lifting it — How am I to enter this transaction?
11. Ord & Davis, who owe me £212 „ 6 have obtained a discharge for 17/6 ℔ £, I have agreed to the same, and received a Dividend of 3/6 ℔ £, and have discharged them for 2/6 per £ of loss —What are the proper entries?
12. Received a year's Rent of my House at Windsor, £50.
13. Paid John Wright for repairs to House at Windsor, £21 „ 14 — How should these entries be recorded?
14. Paid my Clerk, J. Penman, three months salary, £17 „ 10; and
15. Paid my Landlord half-a-year's rent of Warehouse, £25 — How should these entries be recorded?
16. Received Cash for a Debenture ℔ Isabella, £56 „ 2—What accounts should I place it to?
17. Having received £200 from H. Watt, on account of Richard Conder, New York, required the necessary entry in the Cash-Book?
18. Received one year's interest in Stock on Rope-work Co. £22 „ 10.
19. Received a Dividend at the Bank, half-a-year's interest on £2965 Stock in the 3 ℔ Cents. £40 „ 0 „ 6 — To what Accounts should I enter these two transactions?

20. Settled with the Owners of the Ship Britannia, and received my One-fourth share of gain, £157 „ 19 „ 2.
21. Received Freights of my Ship Minerva, from Jamaica, £897 „ 11 „ 2.
22. Paid Captain Noble, of the Minerva, in full, £763 „ 17 „ 9.
23. Paid for repairs to Ship Minerva, £220 „ 10—to what accounts should I place the last four transactions?

Required the proper Entries for the following Transactions:

1st. Paid B. C.'s Draft on me at sight?
2d. Won of A. C. a wager of £50, which is paid me?
3d. Paid J. B. one year's interest on £1000, borrowed on bond?
4th. Received from E. K. one year's interest on £500 lent on Bill, and also the principal?
5th. Bought for Cash P. M.'s Bill on E. F. at 50 days' date, ℔ £150, @ 20 days' Premium, and remitted it to G. H.?
6th. Sold for Cash my Draft on S. D. & Co. ℔ £200, and allowed 25 days' discount?
7th. Lifted my Acceptance to E. F. for £400, by indorsing him G. J.'s Bill for £250, at 1 month, and paid him the balance in Cash, with one month's interest on the indorsation?

SHIPMENTS.

Having shipped Goods for Richard Conder, New York, for his account and risk, £887 „ 12 „ 6, I paid Charges at shipping £4 „ 12 „ 6; my Commission £9 „ 5 „ 4; and insured the amount with the London Assurance Co. £22 „ 3 „ 6—What is the Journal entry, and the form of a Letter of Advice?

GOODS ON CONSIGNMENT.

1. Richard Conder, New York, advises me to insure on his Account on 20 Bales Cotton, ℔ the Fanny, Ker, Master, £650, which I have this day effected with the London Assurance Company, at 6 Guineas ℔ Cent. to return 1 ℔ Cent. if the Vessel arrives safe; Policy 5/6 ℔ Cent. £42 „ 17 „ 6; my Commission at ½ ℔ Cent. is £3 „ 5—Required the Journal entry, and Letter of Advice?
2. The Fanny arrives safe with Convoy, and I charge the London Assurance Company for the return of Premium; I also pay Duty, Freight, and other Charges at Landing—Required the Entries?
3. I have sold the said Cotton to R. Runcorn & Co., and have made out an Account-Sales for R. Conder, and charged him for Warehouse Rent, Interest, and Commission, and the Net Proceeds due him is—Required the entries?
4. Consigned to James Forbes & Co. Dublin, 80 Planks Mahogany for sale which were consigned us by Waller & Co. from Jamaica.—Thomas Kilgour, our Agent, has paid Charges at shipping, £1 „ 13 „ 3: we receive Account Sales from J. Forbes & Co. of the same, which amount to £285 „ 11 „ 6 Irish, at 10½ ℔ Cent. exchange: we charge Waller & Co.

$2\frac{1}{2}$ ℔ Cent. on the sales for our Commission—Required the proper entries for these Transactions?

INSURANCES.

Required the Proper Journal Entries for the following Transactions:

1st. B. C. has insured for me on Goods from Hamburgh, £2000, at 6 Guineas ℔ Cent. Policy 5/6 ℔ Cent.?

2d. A. B. has paid average Loss on the Goods underwrote by him, at £2 " 11 ℔ Cent. after deducting his premium?

3d. Insured with the London Assurance Company on my ship Minerva, from Jamaica to London, £2750, at 4 Guineas ℔ Cent. and Policy £7 " 14.

4th. Underwrote for D. E. on £500, on Goods ℔ the Mars, from Grenada, at 7 Guineas ℔ Cent. and Policy 5/6 ℔ Cent.?

5th. The Vessel is Lost, and I have settled with D. E. for the sum underwritten by me, by granting him my Acceptance at 3 months, deducting the Premium?

6th. Insured with the London Assurance Company on account of Waller & Co. Jamaica, £1000, on Rum and Sugar, ℔ the Minerva, Noble, from Jamaica, to London, at 9 Guineas ℔ Cent. Policy 5/6 ℔ Cent. to return 4 ℔ Cent. for Convoy and Arrival?

7th. The Minerva has arrived safe, I therefore charge the London Assurance Company for the return of Premium?

JOINT-ADVENTURES.

1. Consigned to William Bancroft, St. Kitt's, to sell on account of Thomas Allwood and myself, each one-half concerned, sundry Goods, amount £691 " 17 " 4; paid Charges at shipping, £8 " 3 " 6, my Commission is £21 " 7, and I have insured on £770 with the London Assurance Company £50 " 14 " 2—What is the Journal Entry?
2. William Bancroft writes me that the Goods arrived safe, and that he has sold them as ℔ Account Sales, enclosed amount £966 " 9: he has at same time remitted me a Bill on M. Parry, for £350 " 5.—Required the proper entries to close the Adventure, and a division of the Profits?
3. Suppose he had shipped me 40 Puncheons of Rum, value £600 in part of the Sales, and I had insured the same with the London Assurance Company, at 9 Guineas ℔ Cent. Policy 33/ to return 4 ℔ Cent. for Convoy and Arrival.—Required the Entries?
4. Suppose further that the Vessel arrives with Convoy, and that I charge the London Assurance Company for the return of Premium at 4 ℔ Cent., that I pay Customs, Freight, and Charges during the Sale £149 " 14 " 6: I sell 30 Puncheons of the Rum to E. and B. at 2 Months, £667, and 10 Puncheons to T. A. at 3 months, £220: I charge $2\frac{1}{2}$ ℔ Cent. Commission on the Sales.—Required the entries, and how Allwood's Account would have stood.

The following EXERCISES are subjoined as a farther trial of the young Accountant's skill in arranging a solution of them in a neat and methodical form.

1. A Merchant's Effects on the 1st January amounted to £4085 „ 12 „ 9, and his Debts to £1106 „ 2 „ 2: on the 23d Feb. he received a Legacy of £500. At Balancing his Books on the 31st March, the sum of the *debit* side of his Profit & Loss Account was £132 „ 18 „ 4, and the *Credit* side £311 „ 9 „ 10. The *Dr.* side of his Balance Account was £6402 „ 5, and the *Cr.* side £2744 „ 2 „ 11.—Required his Stock at the beginning of the year; his *gain* or *loss* since that period, and the Amount of his present Capital?
2. A, a traveller for a Mercantile House in Glasgow, being short of Cash, when at Manchester, borrows from B. £10, and in London £10 from C. On his return to Glasgow, he finds he has expended of these sums £15 „ 12 „ 6, and the balance he retained for his own use. How is this transaction stated, either as a Cash-Book or a Journal Entry?
3. There are three Partners in a Manufacturing Concern. A. holds $\frac{7}{12}$; B. $\frac{1}{4}$; and C. $\frac{1}{6}$. A. becomes insolvent, by which there is a loss of £593 „ 10 „ 10 sustained by the other two Partners.—Required what proportion of this sum falls to be paid by each of the solvent Partners; and also the necessary entries in the Journal, to bring the same to the proper Accounts in the Ledger?
4. A Merchant in looking over his Books, finds the state of his affairs to be as follows. His Effects on the 1st January amounted to £6886 „ 19 „ 10, and his Debts, in open Accounts, to £2262 „ 5 „ 10, and in Accepted Bills £1125 „ 7 „ 6. On the 1st July his Effects were £10861 „ 8 „ 1, and his Debts to £6958 „ 1 „ 2.—Required the amount of his former and present Capital; his net gain, and the rate ℔ Cent. which his business has yielded during the six months?
5. At the dissolution of a Company Concern, the Partners agreed to divide their Effects as follows: A. is to take the Goods on hand, valued ℔ Inventory £728 „ 15, at 10 ℔ Cent. discount. B. Collects the open Accounts, amounting to £521 „ 13 „ 4, which are assigned to him at 15/ ℔ Pound. And C. debits himself for the Bills in hand ℔ £470 „ 11 „ 3 on being allowed $1\frac{1}{4}$ ℔ Cent. for Commission and Risk. How will Accounts stand betwixt them, A. having 4 shares, B. 3 shares, and C. 2 shares of the business?
6. On the 1st July, 1825, Our one-third share of Hope Estate, in Jamaica, stood indebted to us £3175 „ 6 „ 2 sterling: on the 2d August our Partners, in Jamaica, J. & A. Sydney, advise us that they have shipped 60 Casks Sugar, ℔ the Minerva, to London, which we have insured with the London Assurance Company, on £1700, at 9 Guineas ℔ Cent. Policy 5/6 ℔ Cent. (to return 4 ℔ Cent. for Convoy and Arrival) £165 „ 6 „ 6 and we charge $\frac{1}{2}$ ℔ Cent. Commission on the sum insured, £8 „ 10: they also advise that they have shipped 20 Hhds Sugar, ℔ the Neptune, to Bristol, for sale, which we have also insured with the London Assurance Company, on £600, at 5 Guineas ℔ Cent. *certain*, Policy 33/ £31 „ 13 our Commission $\frac{1}{2}$ ℔ Cent. £3. On the 17th we accepted J. & A. Sidney's two Drafts, the one ℔ £120 „ 14 due 2d October: the other,

£170, due 12th October, on their own account. On the 18th we pay J. Craig, ℔ receipt, on account of the Estate, £173 " 15. On the 20th, we sell to sundry Persons 25 Hhds. Sugar, which had formerly been on hand; the net proceeds of which amount to £730 " 16 " 3. On the 23d we paid Smith ℔ order on their account, £42 " 14. On 10th September we accept on their account, their Draft ℔ £120, due 2d November. On the 15th September, the Minerva arrives safe with Convoy, and we charge the London Assurance Company for the return of Premium at 4 ℔ Cent. £68. On the 20th, we ship off Goods ℔ the Dolphin, for account of the Estate, which amount with Charges, Commission, and Insurance, to £739 " 6 " 2, and on their own account, Goods to the amount of £440 " 1. On the 25th, the Agents at Bristol inform us of having sold the 20 Hhds. and enclose us Bills for the proceeds, amount £625 " 2.—Required a state of these transactions made up to 30th September, with the other Partners, including interest. The Interest on our Stock is £39 " 13 " 10: we charge ½ ℔ Cent. Commission on our Disbursements, which is £4; for Postage of Letters 12/6. The balance of Interest due us on the transactions of the Estate is £5 " 19 " 10. We charge J. & A. Sidney ½ ℔ Cent. Commission on their transactions, £2 " 15 " 4; balance of Interest due by them is 1/3 and Postages 15/6. — Required the best method to exhibit these transactions in the plainest and most satisfactory manner; and how much are the respective Shares of the Balance of our respective accounts?

FORMS OF LETTERS ON BUSINESS,

AND

OTHER PRECEDENTS.

I. ADVICE OF GOODS BEING SHIPPED.

LONDON, April 18th, 1825.

Messrs. Holford, Rucker, & Co. Hamburgh.

GENTLEMEN,

I was duly favoured with yours of the 25th ult. and agreeably to your kind order, have shipped on board the Isabella, Brown, for your Account and Risk, an assortment of printed Goods, the amount as ℔ Invoice annexed, ℔ £373 " 12 " 4, at your debit, payable in 3 months.

You will observe that a few of the Prices are somewhat higher than you specified; but the superior quality of the Cloths, and the tastefulness of the patterns will, I presume, justify me in sending them.

Cotton Goods of every description are on the advance; and since the above purchase, the same quality could not now be bought at less than 1½d. to 2d. ℔ yard higher. In hopes soon to hear from you, and to receive your further favors,

I am, Gentlemen,
Your most obedient Servant,

P. S.—Bill of Lading inclosed. A. B.

II. EFFECTING INSURANCE, AND ACKNOWLEDGING A REMITTANCE.

LONDON, 20th May, 1825.

Mr. Richard Conder, New York.

SIR,

Your esteemed favour of the 14th instant I have duly received, and am happy to hear that the Goods ℔ the Ann, arrived safe, and have met with your approbation.

Agreeable to your desire I have effected Insurance ℔ £650 on 20 Bales Cotton, ℔ the Fanny, which you have been pleased to consign to me; Premium at 6 Guineas ℔ Cent. (to return 1 ℔ Cent. for Convoy and Arrival);

Policy 38/6	£42 " 17 " 6
Commission ½ ℔ Cent.	3 " 5 " 0
	£46 " 2 " 6
Your Bill fav. Hill, due 20th ult. I have duly honored	150 " 0 " 0
Placed to your Debit	£196 " 2 " 6

On the 15th April I received from H. Watt, ℔ your letter.....	£200 " 0 " 0
16th May, Bill, Blake on Lees, at 40 days sight.....	150 " 10 " 0
.....Ditto, Forbes on Mills, at 60 days sight.....	250 " 0 " 0
Placed to your Credit.....	£600 " 10 " 0

I doubt not but the above two Bills will be as honorably paid as they were regularly accepted.

I shall write you again on receipt of the Cotton, in the sale of which you may rely upon my best exertions for your interest, and in the mean time,

I am, Sir,

Yours respectfully,

A. B.

III. ADVICE OF A BILL BEING DISHONOURED.

London, 31st May, 1825

Messrs. Goodwin & Blake, Bristol.

Gentlemen,

Your draft on Richard Noble, ℔ £130 " 15 due yesterday, is this day returned to me under protest for non-payment, and amounts, with expences, to £131 " 5.

I will therefore thank you for a remittance for the same as early as possible.

I am, Gentlemen,

Your most obedient Servant,

A.

IV. RESPECTING AN ACCOUNT-SALES.

London, 4th June, 1825.

Messrs. Collins & Greenhill, Montrose.

Gentlemen,

I have now the pleasure of handing you an Account of Sales for last month of your Osnaburgs, ℔ the Sally,

Net Proceeds of which amount to.....	£156 " 1 " 5
And of your Muslins ℔ Jean, ditto.....	593 " 7 " 0
At your Credit.....	£749 " 8 " 5

As Cotton Goods of every description are rising rapidly here, you will find it your interest to forward immediately as large a quantity as you possibly can.

The Drafts you intend to pass on me, will meet with due honor.

I am, Gentlemen, Yours very respectfully,

A. B.

For an extensive Course of Letters on Business, the Student is referred to the Author's "Mercantile Letter Writer," to be had at the publishers of this Work.

V. LETTER OF CREDIT AND RECOMMENDATION.

To Mr John Griffiths, Lisbon.

Sir,

This will be delivered to you by Mr. Henry Thornton, who visits your City for the recovery of his health. I recommend him to your favour and good offices, and request you will furnish him with what money he has occasion for, on my account, to the extent of *Two thousand Milrees*, and transmit me his Receipt for the same; and if you have not effects of mine in your hands, you may draw on me at *Usance* for the deficiency.

I am, Sir,

London, Nov. 1825.

Yours, with much esteem,

A. B.

VI. RECEIPTS.

Receipt for a Promissory Note.

Received this ——— day of ———, of A. B. his Promissory Note of hand, dated this day, for the sum of ———, and payable to my order two months after date, which, when paid, will be in full for ——— sold and delivered him,

£———

Receipt to Assignees for a Dividend.

Received this ——— day of ——— 1825, of Messrs. A. B. and C. D. assignees of the estate and effects of E. F. of, &c. a bankrupt, the sum of £—— being a dividend of ——— shillings in the pound on my debt of ———, proved under the said commission.

£———

VII. PROCURATION, OR LETTER OF ATTORNEY.

Procuration of a Merchant to two of his Clerks, to transact and manage Commercial Concerns.

I hereby appoint my two Clerks, C. D. and E. F. of, &c. to be my true and lawful Attornies, jointly, for me and in my name, to transact and manage all business; also to open all letters of correspondence, to sign and answer the same, and to draw, accept, indorse, and pay all Bills of Exchange or other Promissory Notes; all monies to receive, acquittances for the same to give; also to draw and sign all orders and drafts for payment of money, as well on the Cashiers of the Bank of England, as on Messrs. G. H. and Co. of ——— bankers, or on any other persons or bankers where I, the said A. B., shall keep cash; and further, also to settle, balance, and arrange all books and accounts; and generally to do every act, matter, and thing, as the nature of the business of me the said A. B. may require.

VIII. FORM OF A BILL OF LADING.*

Shipped by the grace of God, in good order and well conditioned, by A. B. in and upon the good ship called the Isabella, whereof is master for this present voyage John Brown, and now riding at anchor in the river Thames, and bound for Hamburgh, to say three Boxes of printed Goods, being marked and numbered as in the margin †, and are to be delivered in the like good order and well conditioned at the aforesaid port of Hamburgh, (*all and every the dangers and accidents of the seas and navigation, of whatever nature and kind soever excepted*) unto Holford, Rucker, and Co. or to their assigns, they paying the freight for the said goods———, with primage and average accustomed. In witness whereof the master or purser of the said ship hath affirmed to three Bills of Lading, all of this tenor and date; the one of which three Bills being accomplished, the other two to stand void. And so God send the good ship to her desired port in safety. *Amen.* Dated in London this 20th day of April, 1825.

N. B. Bills of Lading are made out in Sets. In the United Kingdom, at least one Bill out of every set must be on stamp paper, otherwise the whole are void.

IX. FORMS OF PROTESTS OF BILLS OF EXCHANGE.*

1. *Of an Inland Bill for Non-payment.*

On this 30th day of May, in the year of our Lord, one thousand eight hundred and twenty-five at the request of *Messrs. Hume and Coleman*, of this city of London, Merchants, and bearers of the original Bill of Exchange, whereof a true copy is on the other side written, I, James Mill, Notary Public, by Royal Authority duly admitted and sworn, went to the house of Mr. Richard Noble, on whom the said Bill is drawn, and there speaking with the said Richard Noble, I exhibited unto him the original Bill of Exchange, and demanded payment thereof, to which he answered, that the Bill would not be paid for want of effects. Therefore, I the said Notary, at the request aforesaid, have protested, and by these presents do solemnly protest, as well against the Drawers, Acceptor, and Indorsers of the said Bill of Exchange, as against all others whom it may concern, for all Costs, Charges, and Interest suffered, and to be suffered, for want of payment of said original Bill.—Thus done and protested in London aforesaid, in the presence of B. C. and D. E. witnesses.

Exchange-Alley, Cornhill.

James Mill, Notary Public.

N. B. On the back of this Protest is to be made an exact copy of the Bill or Note *protested*, together with a list of the indorsers on such Bill or Note. The Notary's fees for noting and protesting are settled by general acquiescence.

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* For a definition of a Bill of Lading, and Protests of Bills, *see* Explanation of Commercial Terms.

† See Invoice-Book, p. 121.

2. *Of a Foreign Bill for Non-Acceptance.*

[Make a true Copy of the Bill and Indorsements.]

On this ——— day of ———, in the year———, at the request of Mr. A. B. of the city of London, merchant, and bearer of the original Bill of Exchange, whereof a true copy is on the other side written, I, J. M. of the said city, Notary Public, by royal authority duly admitted and sworn, went to the house of Mr. C. D. on whom the said Bill is drawn; and there speaking with a Clerk in the Counting-house, I produced and exhibited unto him the said original Bill of Exchange, and demanded acceptance thereof, to which he answered, that (*here insert the exact answer given*); which answer not being satisfactory, I, the said Notary, at the request aforesaid, have protested, and by these presents do solemnly protest, as well against the drawer of the said Bill of Exchange, as against all others whom it may or doth concern, for exchanges, re-exchanges, damages, costs, charges, and interests, suffered, or to be suffered for want of acceptance of the said Bill of Exchange. Thus done in the presence of E. F. and G. H. witnesses hereunto required.

Another.

On this ——— day of ———, in the year ———, at the request of Mr. A. B. of this city of London, ———, and bearer of the original Bill of Exchange, whereof a true copy is on the other side written, I, J. M. of the said city, Notary Public, &c. went to the house of Mr. C. D. on whom the said Bill is drawn, and there speaking with the said C. D., I exhibited unto him the said original Bill of Exchange, and demanded payment thereof, to which he answered, That, &c. Therefore, I the said Notary, at the request of the said A. B. do hereby, in the presence of the witnesses here under written, protest the said Bill. Dated in London the day and year in the beginning written.

EXPLANATION

OF

COMMERCIAL TERMS.

A

ABANDONMENT. Its most ordinary application in commercial transactions is to marine insurances; it then signifies the exercise of a right, which the *Assured* claims, to call upon underwriters or insurers to accept of what is saved, and to pay the full amount of the insurance, as if a total loss had happened.

ABATEMENT is a discount allowed for prompt payment; it is likewise allowed at the Custom House on goods which have received damage by salt water, &c.

ABBREVIATIONS, the initials, or characters, of commercial terms, used in marking bales, casks, or other packages of goods.

ACCEPTANCE is an engagement to pay a bill, when due, according to the tenor of the acceptance.

ACCOMMODATION BILLS or NOTES, are those to which the *Drawee* only lends his name, and the *Drawer* engages to furnish him with the means of payment when the bills fall due.

ACCOUNT-CURRENT is a state of mercantile transactions with correspondents, drawn out in a plain and circumstantial manner in the form of *Dr.* and *Cr.*, showing how affairs stand between the parties at the time when the account was made up.

ACCOUNT-SALES is an account of goods sold on commission, drawn out by the agent to whom they were consigned, to be sent to his employer, or the person who made the consignment.

ACT OF HONOUR, an instrument drawn up by a Notary-public, when a bill is accepted for the honour of another person.

ACTION is, in a mercantile sense, applied to a law proceeding, instituted to recover payment of a debt due, and unpaid.

ACQUITTANCE, a discharge in writing acknowledging payment of a debt.

ADJUSTMENT, the settling averages on losses, or policies of insurances on ships or merchandize.

ADMINISTRATOR, a person to whom the ordinary commits the administration of the goods of a person deceased, in default of an executor.

ADVANCE, money paid before goods are delivered, or in case of consignment, before they are sold.

ADVICE, mercantile intelligence. To advice a bill is to describe the amount, date, term, to whom payable, &c., and request the person on whom it is drawn to accept it.

AFFREIGHTMENT, the act of loading a vessel with goods.

AFFIDAVIT, signifies an oath in writing, sworn before some person who is authorised to take the same.

AGENT, a person employed, or taken to be employed by another, to transact business *in the place* of his employer.

AGIO, a bank term in Holland, and expresses the difference between bank money, or current money, and cash.

ALLOTTING, or ALLOTMENT of GOODS, is when a ship's cargo is divided into several parts, bought by different persons, whose names are written on as many pieces of paper, which are applied by a neutral person to the several lots or parcels, by which means the goods are divided impartially.

ALLOWANCE, a customary deduction in weights and measures, such as *draft, tare, ullage,* &c.

ALLOY, a baser metal mixed with a finer one. The alloy of gold is estimated by carats, that of silver by pennyweights. In England the standard for gold coin is 22 *carats fine;* that is, 22 parts of pure gold, and 2 of alloy. The standard for silver is 11 oz. 2 dwts. of pure silver to 18 dwts. of alloy, making together 1 lb. Troy.

ANNUITY, a periodical payment of money, either yearly, half yearly, quarterly, weekly, or at any other intervals.

ANNUL, in Book-keeping, signifies to render an article of no import in the account. Instead of *erasing a sum* which has been entered by mistake on the *Cr.* side of an account, the account is *debited* for the same sum; and, on the contrary, if a sum has been entered on the *Dr.* side, the same sum is placed to *Cr.* side of the account.

ANTEDATE, a spurious or false date, prior to the true date of a bond, bill, or letter.

APPRAISER, a person licensed to set a value upon goods to be sold.

ARBITER, or ARBITRATOR, a judge appointed by the parties, to whose decision they voluntarily submit.

ARBITRATION, an amicable way of settling disputes, by referring them to the decision of persons chosen by the parties.

ARBITRATION of EXCHANGES is a comparison made between the exchanges of different places, for the of purpose negotiating bills to advantage.

ASSAY, in *a technical sense,* means the process by which the fineness of coins or bullion is determined.

ASSIGNEE, a person appointed to manage the affairs of a bankrupt. In Scotland the same person is called a *Trustee.*

ASSURANCE, *vide* INSURANCE.

ATTACHMENT, the act by which a creditor may claim and seize the effects of his debitor, wherever they may be found.

AVERAGE, a contribution made for losses at sea. Averages are distinguished into general and particular.

General Average is a proportionable contribution paid by all the proprie-

tors of a ship and cargo for losses, which are made with a view to safety, such as throwing goods over board, or cutting away masts to prevent shipwreck.

Particular Average is a contribution for such damages or losses as may happen from the common accidents of sea.

AWARD is the judgment of arbitration of one or more persons, at the request of two parties who are at variance, for ending the matter in dispute.

B

BAILMENT is a delivery of things, whether writings, goods, &c. into trust, on condition that they shall be returned when the terms of the agreement are fulfilled.

BALANCE, the difference between the *Dr.* and *Cr.* sides of an account in a merchant's books.

BALANCE *of Trade*, the difference between the commercial exports and imports of one country with respect to another.

BALE, a pack, or certain quantity of goods, or merchandise.

BALLAST, a quantity of stones, gravel, sand, or any other heavy material, laid in a ship's hold, in order to make her draw the more water, and render her stiffer, or more capable of carrying sail, without the danger of oversetting.

BALLIAGE, a small duty paid to the city of London by aliens and others for certain commodities exported by them.

BANCO, bank-money; particularly applied to banks of deposit. At Hamburgh it is used to describe *banco-money* from *current-money*.

BANK, a common repository where persons agree to keep and circulate their money.

BANK-BILL, a note signed by one of the cashiers of the bank, promising to pay the sum therein mentioned at an appointed time.

BANK-NOTE, a promissory note issued from a bank payable on demand.

BANKER, a proprietor of a banking-house, or the trustee for a merchant or other person, who is possessed of money which he does not wish to retain in his own hands, but places it for security with some banker, from whom he draws it in such sums and at such times as his occasions require.

BANKRUPT, a person in trade whom insolvent circumstances have forced to commit an act of bankruptcy.

BARRATRY, any fraud committed by the master or crew of a ship on the owners or insurers; such as sinking, deserting, or taking away the ship, or embezzling the cargo.

BARTER, the exchanging of one commodity for another; such was the original mode of Commerce till money was invented.

BILL, a term generally applied to a draft or promissory note, sometimes to an advertisement, and frequently to an account of goods.

Bill of Entry, a note or list of the particulars of goods entered at the Custom-house.

Bill of Exchange, a written order for the payment of money, issued from one place, and directed to another.

BILLS of EXCHEQUER, are those issued by Government for different sums, which bear interest until paid off, at the rate of 3½d. ℔ £100 ℔

day. They are sometimes at a premium, and sometimes at a discount, as they fluctuate with the public funds.

BILL of HEALTH, an account of the health of the crew, given in by the captain or master of a ship.

BILLS, INDIA, bills drawn in India on the East India Company in London, and payable at the India House.

BILL of LADING, is an acknowledgement signed by the master of a ship, and delivered to the shipper or proprietor of the goods. It contains an account of the articles received on board, and a promise to deliver them at the intended place for a specified sum. Three bills of lading are usually made out, one to the shipper, another to be held by the captain, and the other to be sent to the person to whom the goods are addressed.

BILLS, NAVY, are those issued by the Navy Board in payment of stores for the ships, dock-yards, &c. They are made payable at 90 days, with interest at 3½d. ℔ day on each £100.

BILL of PARCELS, a note of the quantity and value of goods sold, given by the seller to the buyer along with the goods.

BILL of SALE, a sealed contract by which the right or interest in certain goods is conveyed from one person to another.

BILL of STORE, a licence granted by the Custom-house to merchants, to carry such stores or provisions as are necessary for a voyage, free of duty.

BILL of SUFFERANCE, a licence granted to a merchant at the Custom-house, allowing him to trade from one port to another without paying custom.

BILLS, VICTUALLING, are those issued by the Victualling Board, like Navy Bills by the Navy Board.

BLANK Credit, the permission which one house gives to another to draw on it to a certain amount, at any time, for their accommodation.

BLANK LETTER of Attorney, one in which a *void space* is left to be filled up with the name of the person who is to act.

BLANK INDORSEMENT *of Bills of Exchange*, when the holder only writes his name on the back of it, leaving an empty space sufficient to write an order or a receipt.

BOND or Obligation, a deed whereby a person binds himself, his heirs or executors, to pay a certain sum, or do some other act as therein specified.

BONDS, INDIA, are those issued by the East India Company of £50 and £100 each, bearing interest at 5 ℔ cent. ℔ annum, and which is paid at the India House.

BONDS, *post obit*, a bond which only becomes payable after the death of the person whose name is therein specified.

Bonded Goods, are certain articles, which, on being landed, are ware-housed upon a bond being given by the Owner for payment of the duties, &c.

Book of Cargo, *or Loading*, a book kept by the Mate of a trading vessel, containing the particulars of the goods on board.

Book of Rates, a book showing the duty to be paid at the Custom-house, for goods exported and imported.

BOTTOMRY, the act of lending money on a ship's keel, or bottom. The lender advances money to the owner of a ship, who pledges his property in the same as security; and engages to repay the money with a stipulated advance, when the ship returns; but to pay neither loan nor interest if the ship be lost.

BOUNTY, a premium given for the encouragement of some branch of trade; manufacture, or agriculture.

BROKER, a person employed by Merchants in buying and selling; who, for a small ℔ Centage, finds his Employer buyers in the one case, and sellers in the other. There are Ship Brokers, Insurance Brokers, Exchange Brokers, Stock Brokers, &c.

BROKERAGE, the allowance paid by Merchants to Brokers either for the sale or purchase of Goods, Bills of Exchange, Stock, &c.

BULLION, uncoined gold or silver in the mass.

C.

CAMBIST, a dealer in Bills of Exchange, or a Person skilled in the business of Exchanges.

CAPITAL, among Merchants, Bankers, and Traders, is the sum which they put into trade.

CARAT, a word used in expressing the fineness of gold. *Vide* ALLOY.

CASHIER, he who keeps the *Cash* or the Money, which it is his business to receive and pay.

CERTIFICATE, a paper giving certain information of any thing, and signed by persons competent to judge of the accuracy of its contents.

CHARTER, a deed by which the King passes any grant or privilege to one person or more, or to any body politic.

CHARTER-PARTY, a contract executed by the Freightor, and the Owner of a Ship, containing the terms upon which the ship is chartered or hired for the voyage.

CHATTELS, all kinds of goods and property, moveable or immoveable, except freehold property.

CHECK, a draft on a Banker made payable to the Bearer.

CHEVISANCE, a composition between Debtor and Creditor.

CIRCULATING MEDIUM, Cash, Bank-Notes, or other paper money payable on demand.

CIRCULAR LETTER, the printed notice of the establishment of a mercantile-house or alteration in the *Firm*.

CLEARING *a Vessel*, is entering all particulars relating to her, at the Custom-house.

CLEARING of DRAFTS, *or Checks*, the mode used by City Bankers for exchanging checks on each others' houses, and settling the differences.

COCKET, a Custom-house warrant, given on the entry of goods for exportation to signify that they have paid the duty.

COMMERCE, the exchange of commodities for other articles, or for some representative value, for which other commodities can be procured; in other words, *Mercantile business in general.*

COMMISSION, an allowance at so much ℔ Cent. given to Agents or Factors or transacting the business of others.

COMMISSION of BANKRUPTCY, an order under the great seal, directing five or more Commissioners to enquire into the state of the Bankrupt's affairs

COMMISSIONER, a person who has a commission, as letters patent, or other lawful warrant to execute any public office.

COMPANY, persons united in trade or commerce.

COMPOSITION, a contract between an insolvent Debtor, and his Creditors, by which the latter accepts of a *part of the debt* in compensation for the whole.

COMPROMISE, to adjust a difference or dispute by mutual concession.

CONSIGNEE, an Agent or Factor to whom goods are sent to be sold on Commission.

CONSIGNMENT, goods sent by one House to another to sell on their account, allowing them a certain commission ℔ Cent.

CONSUL, an officer established by virtue of a commission from the King and other Princes in all Foreign countries of any considerable trade, to take care of the affairs of commerce of his own nation.

CONTINGENT, the proportion which falls to the share of a person concerned in any business or adventure.

CONTRABAND TRADE, a prohibited commodity or Merchandise bought or sold, imported or exported, in prejudice to the laws and ordinances of a state, or the public prohibitions of the Sovereign.

CONTRACT, a covenant or agreement between two or more persons.

CONTRIBUTION. *Vide* AVERAGE.

CONVOY, one or more ships of war, employed to accompany and protect merchant-ships, and prevent their being insulted by pirates, or enemies of the State in time of war.

COUNTER-ORDER, an order sent to revoke a former one, either for the sale or purchase of any commodity.

COUNTERVAILING DUTIES, equal duties established between two countries, and charged on the exportation and importation of the same kind of goods.

CRANAGE, money paid for the use of a crane. A machine used on Wharfs and in Warehouses for raising and lowering goods, &c.

CREDIT, in commerce, a trust or loan of Merchandise or Money.

CREDITOR, a person whom any sum of money is due, either by obligation or otherwise.

CREDIT SIDE, the right-hand page or side of an account.

CURRENCY, money in common circulation whether coin or paper. In America and the West Indies money of account is called currency, being used instead of *sterling*.

CUSTOM, a tax for Goods exported or imported.

CUSTOM-HOUSE, the place where entries are made of goods exported or imported, and the duties paid ; or where drawbacks are allowed on goods exported, and the documents are received by which the money allowed is to be obtained.

D.

DAY-BOOK, the book in which are entered the particulars of the Sales, and sometimes the amount of the purchases of Goods, with other occurrences in business.

DAYS of GRACE are a customary number of days allowed for the payment of a Bill after the same becomes due.

DEBENTURE is a certificate delivered at the Custom-house, when the exporter of Goods or Merchandise has complied with the proper regulations by which certificate he is enabled to receive a bounty or drawback on the exportation.

DEBIT, a term used in Book-keeping to express the left-hand pages of the Ledger, to which are carried all articles supplied, or paid, on the subject of an account, or that are charged to that account.

DEBIT SIDE, the left-hand page or side of an account.

DEBTOR, a person owing money to his creditor.

DEED, an instrument in writing containing some conveyance, contract, bargain, or agreement.

DEL-CREDERE, a charge made for the guarantee of debts. It is sometimes called *Guarantee*.

DEMAND, calling upon a man for any sum of money, or any other thing due. A Bill at sight therefore is payable on demand.

DEMURRAGE is an allowance made to the Master of a Ship by the Merchants, for being detained in port longer than the time agreed upon.

DEPOSIT, a sum advanced in part payment, and which is to be accounted for in the general balance; or a security to perform a duty, to be relieved when such duty is performed.

DEVIATION is a departure without necessary cause from the regular course of a voyage. This deviation makes void the contract of insurance.

DISCOUNT is an allowance made by the seller of Goods to the Buyer when he pays *cash*, instead of taking the *credit*. The usual mode is to deduct double interest for the time: Thus if the credit be 3 months, $2\frac{1}{2}$ ℔ Cent is allowed, and if 6 months, 5 ℔ Cent. is taken off.

DISHONOUR, a term used when Bills of Exchange, &c. are refused acceptance or payment.

DIVIDEND, a share of any capital, debt, or profit; also a share or proportion of the interest of the STOCKS in the PUBLIC FUNDS, as the South Sea, &c., divided among and paid to the proprietors half-yearly.

DOCK, a place where Vessels are built, repaired, laid up, or lodged for loading or unloading.

DOCKET, a short memorandum, or summary affixed to larger papers. *Striking a docket* is when a creditor gives bond to the Lord Chancellor, proving his Debtor to be a Bankrupt.

DRAFT, a Bill or check by which one person draws money on another; also a small allowance on goods sold by weight.

DRAWBACK, certain duties, either of the customs or of the Excise, allowed upon the exportation of some of our manufactures, or upon certain merchandise, that have paid inward duties.

DRAWEE, the person on whom Bills of Exchange are drawn.

DUBIOUS PAPER means Bills drawn on Houses of little credit.

DUE PROTECTION signifies regular acceptance or payment of a Draft or Bill.

DUTY, the impost laid on Merchandise at importation or exportation, commonly called the Duties of Customs.

E.

EARNEST is the money advanced to bind the parties to the performance of a verbal agreement.

EMBARGO, an arrest on Ships or Merchandise by public authority.

EMBEZZLEMENT, the act of appropriating that which is received in trust for another.

EMPORIUM, a principal place for the importation and sale of Merchandise.

ENDORSEMENT. *Vide* INDORSEMENT.

ENGROSSING, purchasing a large quantity of any commodity in order to raise the price.

ENTREPOT, a public Magazine in most foreign countries for the reception of Merchandise imported.

ENTRY, a statement of goods imported or exported, as entered in the Custom-house Books.

EXCHANGE, a place in most large cities where Merchants, Agents, Bankers, Brokers, and other commercial characters meet, to confer and treat together of matters relating to Exchanges, Remittances, Payments, Adventures, Assurance, Freights, and other mercantile negotiations both by sea and land.

EXCHANGES, the paying or receiving of money in one country for its equivalent in the money of another country by means of Bills of Exchange.

EXCHEQUER, the court to which all revenues belonging to the Crown are brought.

EXCISE, an inland tax on articles manufactured or consumed, as malt, beer, ale, and other liquors.

EXPORTATION, the act of sending Goods out of one country into another.

F.

FACTOR, an Agent or Correspondent residing at a distance commissioned by Merchants to buy or sell goods on their account. *Vide* AGENT.

FACTORAGE, the allowance, or commission given to Factors or Agents by Merchants or Manufactures who employ them.

FACTORY is a place where a considerable number of Merchants and Factors reside, to negotiate business for themselves and correspondents on commission.

FAILURE is where a person in trade, through misfortune, or imprudence, is unable to pay his debts.

FINANCES, a term usually applied to the public revenues.

FIRM, the mercantile appellation of a House engaged in commerce.

FIRST-RATE PAPER, bills drawn or accepted by a good House, such as has always paid its bills regularly.

FLAT, an article of Merchandise is said to be flat when there are few buyers.

FLOTSAM is when a ship is sunk or cast away, and the goods float on the sea.

FORE-CLOSING, a mortgage to compel payment or dispose of the property.

FORE-STALLING, the purchasing and laying up goods before they come to market, with the intention of raising the price.

FOLIO, the debtor and creditor side of a Ledger, or Account-Book.
FREIGHT, the goods with which a ship is loaded; also, the money paid for the use or hire of the vessel.
FUND, a stock or capital by which any expense is supported.
FUNDS, *Public. Vide* STOCKS.
FUORI *di banco*, out of the Bank; the current money of Genoa.

G.

GARBLE, the dust, dross, and refuse of spices and drugs.
GARBLING, the picking out the worst of any commodity.
GAUGER, an officer appointed to gauge or ascertain the contents of any excisable commodity.
GAZETTE, a paper published by Government, containing, among other things, notices of the dissolution of Partnerships, Commissions of Bankruptcy, suspension or continuance of Bounties, Embargoes, &c.
GOVERNMENT, "for your government," signifies to give your agent or correspondent "better information and rules for acting by" in the purchase or sale of merchandize.
GROSS signifies twelve dozen of any article.
GROSS WEIGHT, the whole weight of merchandize with the dust and dross; as also the bag, cask, or chest in which the goods are contained.
GROUNDAGE, a small duty payable in certain ports by ships coming to anchor.
GUARANTEE, a person who undertakes that certain stipulations shall be fulfilled.
GUILD, a company or society of men incorporated.

H.

HALLAGE, money paid for haling, drawing, or carrying goods to and from ships; also a toll due to the Lord of a fair or market, for such goods as are sold in the common hall of the place.
HONOUR, to honour a draft is to accept it on being presented.
HUSBANDAGE, the managing owner's (of a ship) allowance or commission.

I.

IMPORTATION, the act of bringing goods into a country from foreign parts.
IMPOST, a certain tax levied on goods imported.
INDEMNITY is where one person secures another from responsibility against any particular event.
INDORSEMENT, the signature which the holder of a negotiable bill writes on the back of it, by which he transfers his interest to a third person.
INGROSSING, buying up large quantities of corn or other provisions, with a view to raise their price, and sell them again.

INSOLVENT, a person in trade who has not a capital adequate to the payment of his debts.

INSTALMENTS, certain proportions in which, by agreement between debtor and creditor, a sum due is to be paid at stipulated times.

INSURANCE *Broker*, a person employed by merchants to effect insurance on their ships and cargoes.

INSURANCE, or ASSURANCE, is a contract of indemnity, by which one party engages for a stipulated sum, to insure another party against a risk to which he is exposed. The *Insurer* or *Underwriter* is the party who takes upon him the risk; and the *Insured* is the party protected by the insurance. The sum paid is called the *premium*, and the paper containing the contract the *policy*.

INTEREST, a premium paid for the use or loan of money, which by law must not exceed 5 ℘ Cent. "To guard a person's interest" is to protect his property, and watch over his concerns.

INVENTORY, an account or catalogue of effects; a schedule.

INVOICE, a paper sent off with goods exported on commission, or for the shipper's own account.

J.

JERQUING, of a ship, is a search performed by an officer of the customs (called *Jerquer*) after she is unloaded, to see if there are no unentered goods concealed.

JETSAM is when a ship is in danger of being sunk, and, to lighten her, the goods are thrown into the sea, and the ship notwithstanding perishes.

JOURNAL, a book in which is recorded the transactions of the *Day-Book*, and the subsidiary ones, having the Drs. and Crs. pointed out, in order to post them with more ease into the Ledger.

K.

KAY, KEY, QUAY, a wharf or building of stone by the water side, in a seaport, for loading and unloading goods.

KEYAGE, the money or toll paid for loading or unloading goods or merchandize at a key or wharf.

L.

LAGAN is when goods are cast into the sea to lighten a ship, and which are so heavy that they sink to the bottom, and therefore the mariners fasten to them a buoy or cork, to enable them to find them again.

LAND-WAITER, an officer of the Custom-house, whose duty it is, upon the landing of merchandize, to take an account of the same.

LASTAGE, the ballast or lading of a ship; sometimes the word is used for garbage, rubbish, &c.

LEAKAGE, an allowance in the customs granted to the importers of liquors, which are supposed to have received damage in their passage.

LEASE, a contract by which, in consideration of some payment, a temporary possession is granted of houses or lands.

LEDGER is the principal book of accounts kept by merchants and tradesmen, in which the state of every person's account is seen.

LEGACY, a bequest or gift of money, goods, or chattels by testament.

LEGATEE, the person to whom a legacy is bequeathed

LETTER of ADVICE, a letter giving notice of any transaction, such as advising your correspondent that you have drawn on him, shipt goods to his order, &c.

LETTER, or POWER of ATTORNEY, a writing which empowers one person therein named to act for another.

LETTER of CREDIT is where a merchant or correspondent writes a letter to another, requesting him to credit the bearer with a certain sum of money.

LETTER of LICENCE is a written permission granted to a person under embarrassment, allowing him to conduct his affairs for a certain time without being molested.

LETTERS of MARQUE are commissions granted to captains or merchants in time of war, to make reprisals on the ships of the enemy.

LETTERS PATENT, a privilege granted to an inventor, to entitle him exclusively to enjoy the advantages of his invention for a term of years.

LICENCE, a legal permission to carry on some branch of business on which a duty is laid.

LIEN, a claim or attachment on any property which a person has in his possession, for a debt due to him from the owner of the property.

LIFE ANNUITIES, annual payments to continue during any given life or lives.

LIGHT BILLS, charges paid to the Trinity House, London, for light-houses, buoys, &c.

LIGHT-HOUSE, a tower situate on an eminence upon the sea coast, or at the entrance of some port or river, for the direction of ships in dark nights, by means of some sort of illumination, as fire, candles, or lamps.

LIGHTERAGE, money given for loading or unloading a ship by means of a boat or lighter.

LIQUIDATION means the winding up of a business, such as paying and receiving all debts relating to the concern.

LOAN, any thing lent on condition of being returned; or sums, generally of large amount, borrowed from individuals, or public bodies, for the service of the state, and which form part of the national debt. *See* STOCKS.

LOT, a portion or parcel of goods. This term is usually applied to any parcel of goods put up at once at an auction or public sale.

M

MANIFEST, a regular list of a ship's cargo, containing the mark and No. of each separate package, the names of the persons to whom they are consigned, which paper must be signed by the master of the vessel, before any of the goods can be landed.

MANUFACTURE, an article produced by labour or machinery from any raw material.

MANUFACTORY, denotes a place where several artificers are making any commodity, or article of merchandize.

MART, a place of public traffic ; a great market or fair.
MATURITY, in Bills, is when they become due, or payable.
MAXIMUM, the highest price of any article, as fixed by some law or regulation.
MERCHANDIZE, all sorts of goods which may be bought or sold.
MERCHANT, a wholesale dealer in all sorts of goods on his own account.
MINIMUM, the lowest price of any article, as fixed by some regulation.
MINT, the place where the public or current money is coined.
MONEY, metal coined for the purposes of commerce.
MONOPOLY, the sole power or privilege of selling any commodity, whereby any person, or bodies politic or corporate, are sought to be restrained of any freedom they had before.
MORTGAGE, a pawn of land, or tenement, or any thing moveable, laid or bound for money borrowed. The person borrowing the money is called the *mortgager*, and the lender the mortgagee.
MULETS, fines laid on ships or goods for the maintenance of consuls, garrisons, &c.
MUTUAL DEBTS, when two traders are indebted to each other, one debt may be set off against the other, and in case of bankruptcy, mutual credits, as well as mutual debts, may be set off.
MUTUAL PROMISE is when one person promises to another to pay money, or do some other act, and he, in consideration thereof, promises to do a certain act, &c.

N.

NATIONAL DEBT is a debt due by any whole Political Community, as represented by their legislature and government.
NAVY BILLS. *See* BILLS, NAVY.
NET PROCEEDS, the sum which goods produce after every deduction is made.
NET WEIGHT, the weight of any commodity, after every deduction is made, and for which the price is charged.
NON-CLAIM is where a creditor neglects to make his claim within a proper time, in which case he cannot enforce his demand.
NOTARY-PUBLIC, a person duly appointed to attest deeds and writings ; he also notes or protests bills of exchange, inland and foreign, and promissory notes, when refused or returned.
NOTE, a memorandum, or a written order for money.
NOTING is the act of a Notary when a bill or draft is not duly honoured, or, in other words, refused acceptance or payment.

O.

OBLIGATION is a bond containing a penalty with a condition annexed, either for the payment of money, performance of covenants, or the like.
OBLIGEE, he to whom a bond is made payable.
OBLIGER, the person who enters into a bond, or he by whom it is to be paid.

OFFICE, a place where business is transacted.

OMNIUM, a term used among Stock-jobbers, to express all the articles included in the contracts between Government and the original subscribers to a loan.

ORDNANCE DEBENTURES, Bills issued by the Board of Ordnance for the payment of Stores, &c. purchased for that department.

ORDER, a direction from one house to another, to effect certain Purchases, &c. upon limited or unlimited conditions.

P.

PACK or PACKAGE, any quantity of goods tied up for carriage. The latter term also denotes the charge made for tying up the goods.

PACKER, a person who carries on the business of packing goods.

PAR OF EXCHANGE, is the intrinsic value of the money of one country, compared with that of another, with respect both to the weight and fineness.

PARCEL, a term applied both to small packages of wares, and to large lots of goods. In this last sense, 20hhds. of sugar, or more, if bought at one price, or in a single lot, are denominated "a parcel of sugar."

PARTNERSHIP, is when two or more persons unite in trade, and agree to participate in the profits or losses according to their respective shares in the capital employed in the concern.

PART-OWNERS, persons concerned in ship-matters, and who have joint shares therein.

PASS IN CONFORMITY, or "*to state in conformity*," is to acknowledge that an account transmitted is correct.

PAWN, a pledge lodged for the security of the payment of a sum of money borrowed.

PAWNBROKER, a person who advances money upon pledges, for which he is allowed interest after the rate of 25 ℔ Cent. *i. e.* 3*d.* ℔ shilling.

PAYEE, the person to whom a bill is made payable; and also the person entitled to receive payment of any sum of money.

PAYER, he who binds himself to the payment of bills, bond, or any sum of money, either verbally or in writing.

PENALTY, a forfeiture for disobedience to certain laws or regulations: a penalty also is usually annexed to secure payment of money, the performance of certain covenants in a deed, articles of co-partnership, &c.

PERMIT, a license from the Excise, for persons to remove exciseable articles, denoting that the duties have been paid.

PERPETUITY, the number of years' purchase to be given for an annuity which is to continue for ever.

PESAGE, money paid for weighing goods or any merchandize.

PIERAGE, money paid by masters of ships for the use of a pier.

PILOT, a person employed to conduct ships over bars and sands, or through intricate channels, into a road or harbour.

PILOTAGE, money paid for piloting a ship.

POLICY OF ASSURANCE, the deed or instrument by which a contract of assurance is effected.

PORTAGE, money paid for sailors' wages while in port: also money paid for the use of a port in shipping or landing goods.

PORT-SALE, a sale of goods upon the key.

POST-ENTRY. When goods are weighed or measured, and the merchant has got an account thereof at the custom-house, and finds his entry already too small, he must make a *post* or an additional entry for the surplusage.

POSTING, in *Book-keeping*, is the mode of transferring articles from the Journal, or the subsidiary books, to the Ledger.

POUNDAGE, the customs and other duties, payable on all goods imported (except those free of duty or liable to tonnage); being in most cases levied at so much in the *pound*, or ℔ Cent. on the respective values.

PRE-EMPTION, a first buying, or buying before others.

PREMIUM, the money paid an underwriter for ensuring the safety of ships, goods, houses, &c.

PRICE-CURRENT, a list of the various articles of merchandize in the market, with the present prices annexed to each. In most of the great commercial cities and towns lists of this description are generally published once or twice a week.

PRIMAGE, a certain allowance paid by the shipper or consignee of goods to mariners and master of a vessel for loading the same.

PRINCIPAL, the capital sum due, or lent, in opposition to interest. It also means the head of a *Firm*, or commercial house.

PRISAGE, is that custom or share that belongs to the King, out of such merchandize as are taken at sea by way of lawful prize.

PROCURATION, is where a merchant empowers his clerk or agent to write his signature or *firm*, in accepting or indorsing bills, &c.

PRO FORMA, a term generally applied to a paper shewing the terms or charges attending any particular business, as *Pro Forma Account Sales*, &c.

PROMISSORY-NOTE, a note of hand purporting the payment of a certain sum, at a stated period.

PROTEST, a paper made out by a Notary Public, declaring a bill has been presented for acceptance or payment, and was refused.

Q.

QUARANTINE, the time that a ship suspected of infection is restricted from intercourse with the shore: it also means the duty imposed on ships for the purpose of *quarantine*.

QUAY, or KEY, *see* KAY.

QUEST-MEN, persons appointed to inquire into abuses, especially such as relate to weights or measures.

QUOTATION, a term generally applied to a list of the prices of Exchange.

QUOTED ON BOARD, means the price for which a merchant agrees to put goods on board, free of expenses of shipping, to the buyer

R.

RE-ASSURANCE, a contract which the first assurer enters into, in order to relieve himself from those which he has incautiously undertaken, by throwing them upon other underwriters, who are called re-assurers.

REBATE, is an allowance in the purchase of goods, for prompt payment. *see* DISCOUNT.

RECEIPT, an acknowledgement in writing of having received a sum of money, or other value; and is either a voucher for an obligation discharged, or one incurred.

RE-EXCHANGE, or RE-CHANGE, the price of a new exchange, due upon a bill that comes to be protested, and must be refunded by the drawer, or indorser.

REFRACTION, is a deduction from the weight of goods for damages.

REFUNDING, the paying back of the money received in consideration of a contract, the conditions of which have not been fulfilled.

REGRATING, buying any wares or victuals, and selling them in the market or fair.

RELEASE, is the relinquishment of any right of action, which a man has, or may claim, against another.

REMITTANCE, a sum of money sent either in bills of exchange or otherwise, from one house to another.

RENEWAL OF A BILL, is the cancelling a bill or promissory note due, and accepting another at a certain date in lieu thereof.

RESPONDENTIA, a contract by which money is borrowed on the security of goods and merchandize, the same as in Bottomry on the security of a ship.

RESTITUTION, is that when money has been paid wrongfully or by mistake, the person so paying has a right to demand it back.

RETAIL, is a dealing in commodities, in small quantities.

RETURNS, a term expressing the value in goods or in money, returned by the consignee of a cargo or parcel of goods to the consigner: the term also means, a return or remittance of bills.

RETURN OF PREMIUM, the whole or part of the premium of an insurance which is given back in terms of the *Policy*.

REVENUE, signifies the produce arising from any possessions. Thus the public revenue of a kingdom is the produce of its imposts, in shape of rents, taxes, duties, &c

S.

SALVAGE, an allowance made for saving a ship or goods, or both, from the danger of the seas, fire, enemies, &c.

SAMPLE, a small quantity of an article at a public or private sale, as a specimen of the commodity.

SCHEDULE, in commerce, the statement of a Bankrupt's affairs, delivered by him to the Commissioners appointed to investigate his case.

SEARCHER, an Officer of the Custom-house, whose business is to search all ships outward bound, to see whether any prohibited or uncustomed goods are on board.

SEA-WORTHY, is when a ship is, in every respect, fitted for her destined voyage.

SEIZURE, an arrest of some merchandize, moveable or other matter, either in consequence of some law, or express order of the government.

SET-OFF of MUTUAL DEBTS, is where tradesmen are mutually indebted, one debt may be set against the other; and in case any action be brought,

notice is to be given of the particular sum or debt intended to be *set off* against another.

SMUGGLING, the act of importing or exporting goods without payment of the Customs, or Excise duties.

SOLIDITY, the character which a mercantile house bears as to property.

SOLVENT, a person in trade, who is able to pay his debts.

SPECIE, coin as distinguished from paper money.

STANDARD, a weight or measure of admitted authority, and by which others are adjusted. It is also taken for the rule of fineness at which gold and silver are fixed by the King to be coined.

STAPLE, a place of public sale, or a town or city having such a place.

STAPLE-GOODS, such as are sold at a staple; or the principal produce of a country; and also, goods not being liable to perish, as wood, lead, iron, &c.

STOCK, a fund raised by a Commercial company to be employed in trade; in Book-keeping it denotes the Owner, or Owners of the Books. STOCK is a term likewise applied to the Capitals of the Bank of England, and o the East India and South Sea Companies, &c.

STOCKS, or PUBLIC FUNDS, are the debts of Government, for which interest is paid from revenues set apart for the purpose. The mode of raising supplies for the State by borrowing money from individuals or public bodies, and levying taxes for the payment of the interest, is called the *Funding System*; and the loans thus raised constitute the *National Debt*.

STOCK-BROKER, a person employed to buy or sell shares in the Joint Stock of a Company, or in the PUBLIC FUNDS.

STOCK-JOBBER, a person who deals in the public Funds on his own account.

STORAGE, warehouse rent.

SUBSIDY, an aid or tribute granted to the King by a tax on grounds, lands, &c. It also means a foreign supply or grant.

SUPERCARGO, a person employed by Merchants to go a voyage, and oversee their cargo or lading, and dispose of it to the best advantage.

SURETY, is when one person becomes bound that another shall pay a certain debt, or perform a certain act.

SUTTLE, is the weight of goods after *Tare* is allowed, and when farther deductions are to be made, such as *draft* or *tret*.

T.

TALLY, a cleft piece of wood to score any account or reckoning upon.

TARE, an allowance for the weight of the bag, box, cask, or other package in which the goods are packed up.

TARIF, or TARIFF, a table or catalogue containing the names of different kinds of Merchandise, with the duties to be paid.

TELLERS, clerks in public offices, who reckon, receive, and pay money

TIDE-WAITERS, or TIDESMEN, officers appointed by the Custom-house, to remain on board Merchants' vessels while they have any customable goods on board.

TONNAGE, a custom or impost due for Merchandise brought or carried in Tons from, or to, other nations after a certain rate ℔ ton. It also means the burden or number of tons which a ship carries.

TONTINE, a scheme upon which annuities for lives are granted, with the benefit of survivorship.
TRAFFIC, a general term for Trade, Commerce, Barter, or Exchange.
TRANSFER, the act by which one party makes over or assigns his right, interest or property, to another.
TRANSIT, a Custom-house warrant to pass.
TRET, an allowance on the weight of goods for waste, usually 4lbs. on every 104, or $\frac{1}{26}$th part of the suttle; but this allowance is now seldom given. It is allowed in the *draft* or *tare*.
TRONAGE, a custom or toll for weighing goods.
TRUSTEE, a person who has an estate, or money, put or trusted in his hands for the use of another.
TUNNAGE, an impost of so much ℔ tun of 252 gallons on liquors imported or exported.

U.

ULLAGE, signifies so much of the contents of a cask, or other vessel, as it wants of being full.
UMPIRE. When two arbitrators cannot agree, in settling a dispute, an appeal is made to a third person named, whose decision is final.
UNDERWRITER, is an insurer who subscribes his name to policies of insurance on Ships, Merchandize, &c.
USANCE, the usual term or time at which a Bill of Exchange is drawn.
USURY, consists in taking more than five ℔ Cent. for the loan of money when the obligation to repay is absolute.

V.

VALUE, to value in a mercantile sense, is to draw a Bill; the words "value received," or "value in account," are also mentioned in every Bill of Exchange, although not essential to their validity.
VELLON, a money in which accounts are kept in many parts of Spain.
VOUCHER, a document or paper proving that some payment has been made, or other transaction effected.

W.

WAREHOUSE, a receptacle for Wares and Merchandise.
WAREHOUSED, or Bonded Goods, certain articles which, on being landed, are warehoused, upon bond being given for the payment of duties, &c.
WHARF, a bank or quay for landing goods at, as also for shipping off from.
WHARFAGE, money paid for the use of a Wharf. *Vide* Keyage.

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